



# **KwaDukuza**

## **Municipality**

(“THE MUNICIPALITY”)

# **POLICY ON LONG-TERM FINANCIAL PLANNING**

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## 1. DEFINITIONS

In this policy, unless the context indicates otherwise, a word or expression, to which a meaning has been assigned in the Municipal Finance Management Act (MFMA) No. 56 of 2003, has the same meaning.

***“Accounting Officer”*** it means Municipal Manager of KwaDukuza Local Municipality or his/ her delegate.

***“GRAP”*** means the Generally Recognised Accounting Standards.

***“IDP”*** it's a shortened name for Integrated Development Plan.

***“MFMA”*** it's a shortened name for Municipal Finance Management Act, Act 56 of 2003.

***“Municipality”*** for the purpose of this policy it means KwaDukuza Local Municipality.

## **2. INTRODUCTION**

- 2.1 Financial Management is the cornerstone of any organisation. Controls and policies must be in place to achieve sound financial management. Over the first year of the 5-year plan, financial regulations and policies must be reviewed to ensure all legal, internal control and social requirements are met. Implementing the projects included in the 5-year plan will require large capital investment, which in turn requires effective management and control.
- 2.2 KwaDukuzá Municipality has to recognise that to be successful the IDP must be linked to workable financial plans which include a multiyear budget.
- 2.3 A long-term financial planning is prepared for a period of at least three years, however it is preferred that it should be for over a period of five or more years.
- 2.4 The long-term financial planning will also ensure that the Municipality has greater financial health and sustainability, making it easier to collaborate on projects with other levels of Government and various public and private stakeholders. This will further enhance the ability of the Municipality to have access to more financing, funding and grants.

## **3. PURPOSE**

- 3.1 The purpose of this policy is to outline the comprehensive long-term financial planning that will ensure long-term financial sustainability for the Municipality.
- 3.2 A long-term financial planning is essential to ensure that the Municipality continues to implement its mandate effectively without impairing its capital base. It will also enable the Municipality to move towards self-sufficiency in meeting the growing demands of Service Delivery and infrastructure requirements.
- 3.3 A long-term financial planning is important by identification and prioritization of expected needs based on the Municipality's Five-Year Integrated

Development Plan and details estimated amounts of funding various sources.

#### **4. FINANCIAL STRATEGY FRAMEWORK**

The priority for the Municipality, from the financial perspective is to ensure viability and sustainability of the Municipality. The long-term financial planning and related strategies will therefore need to address a number of key areas in order to achieve this priority. These strategies are detailed below:

##### **4.1 Revenue enhancement strategy:**

- a) To seek alternative sources of funding.
- b) Expand Income base through implementation of new Valuation Roll.
- c) The ability of the Community to pay for services.
- d) Identification and pursuance of Government Grants.
- e) Tightening Credit Control measures and Debt Collection Targets.
- f) Improve customer relations and promote a culture of payment.
- g) Realistic Revenue estimates.
- h) The impact of inflation, the Municipal cost index and other cost increases;
- i) The creation of an environment which enhances growth, development and service delivery.

##### **4.2 Asset Management Strategy:**

- a) The implementation of a GRAP compliant Asset Management System.
- b) Adequate Budget provision for Asset Maintenance over their economic lifespan.
- c) Maintenance of asset according to an Infrastructural Asset Management Plan.
- d) Maintain a system of internal control of assets to safeguard assets.
- e) Ensure all assets owned and control except specific exclusions are covered by insurance.

#### **4.3 Financial Management Strategies:**

- a) To maintain an effective system of Expenditure control including procedures for the approval, authorization, withdrawal and payment of funds.
- b) Preparation of the Risk Register and application of Risk Control.
- c) Implement controls, procedures, policies and by-law to regulate fair, just and transparent transaction.
- d) Training and development of Senior Financial staff to comply with prescribed minimum competency level.
- e) Implement GRAP standards as gazette by National Treasury.
- f) Prepare annual financial statement timeously and review performance and achievements for past financial years.

#### **4.4 Operational Financing strategies:**

- a) Effective cash flow management to ensure continuous, sufficient and sustainable cash position.
- b) Enhance budgetary controls and financial reporting.
- c) Direct available financial resources towards meeting the projects as identified in the IDP.
- d) To improve Supply Chain Management processes in line with regulations.

#### **4.5 Capital Funding Strategies:**

- a) Ensure service delivery needs are in line with Long-term Financial Planning.
- b) Careful consideration / prioritisation on utilising resources in line with the IDP.
- c) Analyse feasibility and impact on operating budget before capital projects are approved.
- d) Determine affordable limits for borrowing.
- e) Source external funding in accordance with affordability.
- f) Improve capital budget spending.
- g) Maximizing of infrastructural development through the utilisation of all available resource.

#### **4.6 Cost effective Strategy:**

- a) Invest surplus cash not immediately required at the best available rates.
- b) Restrict capital and operating expenditure increase in relation to the inflation rate taking into consideration the macro growth limit guideline and Municipal cost increase.
- c) To remain as far as possible within the following selected key budget assumptions:
  - i. Provision of bad debts of at least 2%.
  - ii. Overall cost escalation to be linked to the average inflation rates.
  - iii. Tariff increase to be in line with inflation plus Municipal growth except when regulated.
  - iv. Utilisation of Equitable Share for indigent support through Free Basic Services.
  - v. Maintenance of assets of at least 6% of total operating expenditure.
  - vi. Capital cost to be in line with the acceptable norm of 18%

#### **4.7 Measurable Performance Objective for revenue:**

- a) To maintain the Debtors to revenue ratio below 10%.
- b) To maintain a Debtors payment rate of above 90%.
- c) To ensure that the Debtors return remain under 40 days.
- d) To keep the Capital cost on the Operating Budget less than 18%.

### **5. FINANCIAL MANAGEMENT POLICIES**

The purposes of Financial Policies are to provide a sound environment to manage the financial affairs of the Municipality. The following are key budget related policies:

#### **5.1 Tariffs Policy**

Tariffs Policy prescribes the procedures for calculating tariffs charged to the consumers. This policy is required in terms of Section 74 of the Local Government Municipal System Act, Act 32 of 2000.

#### **5.2 Rates Policy**

Rates Policy required by the Municipal Property Rates Act, Act 6 of 2004. This Policy provides the framework for the determination of property rates.

#### **5.3 Indigent Support Policy**

This policy is to ensure that the Municipality is providing and regulate access to free basic to all registered indigents.

#### **5.4 Budget Policy**

Budget Policy set out the principles which must be followed in preparing Medium Term Revenue and Expenditure Framework Budget. It further ensures that the Budget reflects the strategic outcomes embodied in the IDP and related strategic policies.

#### **5.5 Asset Management Policy.**

The objective of Asset Management Policy is to prescribe the accounting and administrative procedures relating to the property, plant and equipment.



## **5.6 Accounting Policy**

The Accounting policy describes the basis of presentation of the Annual Financial Statements in accordance with the Generally Recognised Accounting Practices (GRAP) and Accounting Standards.

## **5.7 Supply Chain Management Policy**

SCM Policy is developed in terms of Section 111 of the MFMA Act 56 of 2003. The principles of this Policy is to give effect to a fair, equitable, transparent, competitive and cost effective system for the procuring of goods and services, disposing of goods and selecting of contractors in the provision of Municipal Services.

## **5.8 Subsistence and Travel Policy**

The S&T Policy regulates the reimbursement of travelling and subsistence costs to officials and Councilors attending official business.

## **5.9 Credit Control and Debt Collection Policy.**

This Policy provides for Credit and Debt Collection Procedures and mechanisms to ensure that all consumers pay for the services that are supplied by the Municipality.

## **5.10 Cash Management, Banking and Investment Policy.**

This Policy must be established in terms of section 13 of MFMA act 56 of 2003 and Municipal Investment Regulation R308 to ensures that cash resources are managed in the most efficient and effective manner possible.

## **6. REVENUE**

- 6.1 In order for the Municipality to serve the Community and to render the services needed, revenue generation is fundamental to financial sustainability of every municipality.
- 6.2 The Municipality must table a balanced and more credible Budget, based on realistic estimation of revenue that is consistent with the budgetary resources and collection experience.
- 6.3 The Municipality derives its revenue from the provision of services such as electricity, cleansing and solid waste. A considerable portion of the Revenue is also derived from property rates and grants by National Governments as well as other minor charges such as traffic fines

## **7. GENERAL PROVISIONS**

### **7.1 Commencement:**

This Policy will come into effect on the date of adoption by the Council of the KwaDukuza Local Municipality.

### **7.2 Interpretation of this policy:**

- i. All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- ii. The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- iii. Municipal Manager shall give a final interpretation of this policy in case of written dispute.

### **7.3 Permanent/temporary waiver or suspension of this policy:**

- i. This policy may be partly or wholly waived or suspended by KwaDukuza Local Municipality on temporary or permanent basis.

### **7.4 Compliance and enforcement:**

- i. Violation of or non-compliance with this policy will give a just cause of disciplinary steps to be taken by KwaDukuza Local Municipality.
- ii. It will be the responsibility of the Accounting Officer or his/her delegated official to enforce compliance with this policy.

**7.5 Amendment and /or abolition of this policy:**

This policy maybe amended or repealed by KwaDukuza Local Municipality as it may deem necessary to do so.

**8. POLICY ADOPTION**

This policy has been considered and approved by the **COUNCIL OF KWADUKUZA LOCAL MUNICIPALITY** as follows:

Board Resolution No:.....

Approval Date:.....



**KwaDukuza**

**Municipality**

**("The Municipality")**

**POLICY ON INFRASTRUCTURE  
INVESTMENT AND CAPITAL  
PROJECTS**

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## 1. DEFINITIONS

**"Municipality"** means KwaDukuza Local Municipality

**"MFMA"** means the Municipal Financial Management Act (Act No 56 of 2003).

**"CFO"** means the Chief Financial officer of the Municipality.

**"Accounting Officer"** means the Municipal Manager of the Municipality.

**"MIG"** Municipal Infrastructure Grant

## 2. INTRODUCTION

Municipalities are responsible for **providing infrastructure services** to all of its communities, industries, and other consumers in its area of jurisdiction. One of the key areas of delivery for government has been in supplying new infrastructure to meet the backlog in the provision of basic services and broadening the service delivery foot print across the country while keeping abreast of growth and migratory patterns within the society. However, today there is a need to ensure that these services will be sustainable in the future, and that the necessary institutional, financial and technical measures are in place to achieve this goal. This document provides a brief overview of tools aimed at assisting municipalities in achieving these goals by integrating them into a single planning vehicle.

## 3. OBJECTIVES OF THIS POLICY

The objectives of this policy are to:

- (a) Ensure that the municipality are able to deliver the levels of service needed for health and safety.
- (b) Enable the municipality to improve existing service levels.
- (c) Suggest how the municipality might structure investment in a manner that promotes economic development.
- (d) Encourage the municipality to locate investment in infrastructure with a view to integrating previously disadvantaged and rural communities.
- (e) Promote the infrastructure which is environmentally sustainable.

- (f) Ensure that requirements with regards to MIG and the latest Division of Revenue Bill are complied with.

#### 4. KEY ISSUES TO BE MET

It is the municipality's responsibility to provide all of its communities with the necessary infrastructure services for energy, access and transport, and solid waste, as well as ensure that other key services (e.g. education, health, sports and recreation, and community services) are planned in collaboration with the relevant service providers. This calls for the following actions:

- (a) Ensuring that the necessary **infrastructure assets** are provided, operated and maintained (i.e. addressing their full life cycle).
- (b) Ensuring that the necessary **funding** is available for the total costs involved over the full extent of the life cycle of the assets, by collecting revenue from consumers and utilizing available grant funds, and providing the required operating and capital funds to achieve the goals.
- (c) Ensuring that an **institutional model** exists for providing the necessary skills, processes and procedures to manage the assets.
- (d) Ensuring that the necessary **bulk supplies** (e.g. for electricity, as well as maintenance capacity) are available.
- (e) Ensuring that the growth needs of the municipality are addressed by considering local **economic development** initiatives, and taking cognisance of changing needs of communities while involving them in planning the provision of the above services.

#### 5. FINANCIAL STRATEGIES

The implementation of the following financial strategies will enhance the future financial sustainability of the municipality.

**5.1 Capital Financing Strategy**

- (a) Dedicate a particular person to the function of raising grants, identify, establish, maintain, and update database of all grant funders, and undertake project feasibility studies and project plans.
- (b) Approach funding organisations with business plans and the financial Plan.
- (c) Liaise with the District Municipality to set up a separate bank account for each local municipality so that the interest earned on grants received for each municipality is accounted for separately.
- (d) Ensure that all requirements with regards to MIG and DORA or any other legislation are complied with as per the Division of Revenue Act and MIG requirements found on the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za)

**5.2 Asset Management Strategy**

- (a) Establish and maintain an asset register.
- (b) Update asset register regularly.

**5.3 Financial Management**

- (a) Formulate a timetable, capacitate the financial officer and transfer the relevant accounting skills.
- (b) Develop/review policies, procedures and bylaws.
- (c) Provide councillors with the necessary financial training so they understand the financial information that they must base their decisions on.

**6. CAPITAL AND INVESTMENT PROGRAMMES**

The capital and investment programmes as set out in the Capital Budget and the Cash Management, Banking, and Investment Policy

**7. MULTIYEAR BUDGET (Financial Projections)**

Financial projections have been developed using the capital budget to obtain the list of infrastructure projects for the budget. Various financial feasibility



studies pertaining these capital projects are performed and assessed and aligned to the IDP.

All the related studies should take in cognisance of the following:

- a) A five-year projection of the operating and capital budget reflecting the required tariff ratio increases;
- b) Funding currently available to undertake projects;
- c) Financial resources required for capital projects;
- d) Inflationary increases.

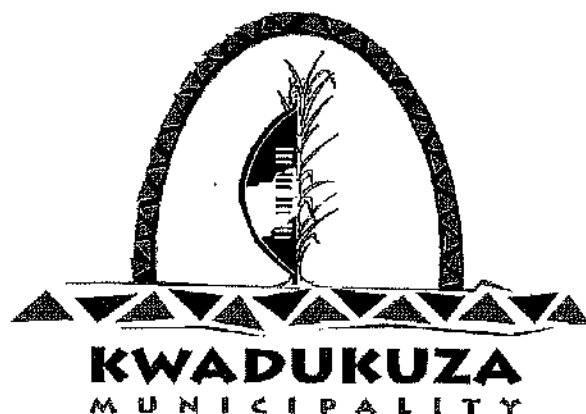
## **8. POLICY ADOPTION**

This policy has been considered and approved by the **COUNCIL OF KWADUKUZA LOCAL MUNICIPALITY** as follows:

Council Resolution No:.....

Approval Date:.....

# **SUPPLY CHAIN MANAGEMENT POLICY 2019/2020**



**LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003**

**Date of adoption: [01/07/2019]**

**Council C \_\_\_\_** resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of KwaDukuza Municipality.

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## 1. Definitions

In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

**“BBBEE”** means broad based black economic empowerment as defined in Section 1 of the Broad Based Black Economic Empowerment Act.

**“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“black designated groups”** has the meaning assigned to it in the codes of good practice issued in terms of Section 9(1) of the Broad Based Black Economic Empowerment Act.

**“black people”** has the meaning assigned to it in Section 1 of the Broad Based Black Economic Empowerment Act.

**“co-operative”** means a co-operative registered in terms of Section 7 of the Co-operatives Act 2005 (Act no.14 of 2005)

**“competitive bidding process”** means a competitive bidding process referred to in paragraph 12 (1) (d) of this Policy;

**“competitive bid”** means a bid in terms of a competitive bidding process;

**“Contract Participation Goal (CPG)”** must mean the value of work to be subcontracted to enterprises or businesses factored according to their level of HDI/PPG equity ownership as set and approved in the bidding documents;

**“designated group” means**

- (a) black designated groups
- (b) black people
- (c) women
- (d) people with disabilities
- (e) small enterprises as defined in Section 1 of the National Small Enterprise Act 1996 (Act no. 102 of 1996)

**“designated sector” means** a sector, sub-sector or industry or product designated in terms of Regulation 8 (1) (a)

**“EME” means** an exempt micro enterprise

**“final award”, in relation to bids or quotations submitted for a contract, means** the final decision on which bid or quote to accept;

**“formal written price quotation” means** quotations referred to in paragraph 12 (1) (c) of this Policy;

**“functionality” means** the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

**“in the service of the state” means to be –**

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the National Assembly or the National Council of Provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;

- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature;
- (g) members of ward committees
- (h) audit committee
- (i) traditional leaders

**“long term contract”** means a contract with a duration period exceeding one year;

**“list of accredited prospective providers”** means the list of accredited prospective providers which the municipality must keep in terms of paragraph 14 of this policy;

**“military veteran”** has the meaning assigned to it in Section 1 of the Military Veterans Act of 2011 (Act no. 18 of 2011)

**“other applicable legislation”** means any other legislation applicable to municipal supply chain management, including –

- (a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- (b) the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003); and
- (c) the Construction Industry Development Board Act, 2000 (Act No.38 of 2000);
- (d) the Preferential Procurement Regulations, 2011



**“people with disabilities”** has the meaning assigned to it in Section 1 of the Employment Equity Act of 1998 (Act no 55 of 1998)

**“price”** includes all applicable taxes, less all unconditional discounts

**“Priority population group”** means black individuals who fall into population groups that were not offered a franchise in the national elections before or after the introduction of the 1984 tri-cameral parliamentary system and only received a franchise during 1994;

**“proof of BBBEE status level of contributor”** means:-

- (a) BBBEE status level certificate issued by an authorized body or person
- (b) a sworn affidavit as prescribed by the BBBEE codes of good practice
- (c) any other requirement prescribed in terms of the BBEE Act

**“rand value”** means the total estimated value of the contract in rand, calculated at the time of the tender invitation

**“rural area”** means

- (a) sparsely populated area in which people far more depend on natural resources, including villages and small towns that are dispersed through the area or
- (b) an area including a large settlement which depends of migratory labour and remittances and government social grants for survival, and may have a traditional land tenure system

**“S.O.P”** means standard operating procedure

**“stipulated minimum threshold”** means the minimum threshold stipulated in terms of Regulation 8 (1) (b) of the PPR of 2017

**"Treasury"** has the meaning assigned to it in section 1 of the Public Finance Management Act, 1999 (Act no 1 of 1999)

**"Treasury guidelines"** means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

**"the Act"** means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

**"the Regulations"** means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

**"township"** means an urban living area that anytime from the date 19 century until 27 April 1994, was reserved for black people including areas developed for historically disadvantaged individuals post 27 April 1994.

**"Turnkey"** means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers in full end products/service required by the contract.

**"QSE"** means qualifying small enterprise

**"written or verbal quotations"** means quotations referred to in paragraph 12(1)(b) of this Policy.

**"municipality"** means KwaDukuza Municipality.

**"youth"** has the meaning assigned to it in Section 1 of the National Youth Development Agency Act, 2008 (Act no 54 of 2008)



## CHAPTER 1

### IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

#### Supply chain management policy

2.

- (1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –
  - (a) gives effect to –
    - (i) section 217 of the Constitution; and
    - (ii) Part 1 of Chapter 11 and other applicable provisions of the Act;
  - (b) is fair, equitable, transparent, competitive and cost effective;
  - (c) complies with –
    - (i) the Regulations; and
    - (ii) any minimum norms and standards that may be prescribed in terms of section 168 of the Act;
  - (d) is consistent with other applicable legislation;
  - (e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and
  - (f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.
- (2) This Policy applies when the municipality –
  - (a) procures goods or services;
  - (b) disposes of goods no longer needed;
  - (c) selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; or
  - (d) selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.

- (3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –
  - (a) water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
  - (b) electricity from Eskom or another public entity, another municipality or a municipal entity.

### **Amendment of the supply chain management policy**

#### **3.**

- (1) The Municipal Manager must –
  - (a) at least annually review the implementation of this Policy; and
  - (b) when the Municipal Manager considers it necessary, submit proposals for the amendment of this Policy to the council.
- (2) If the Municipal Manager submits proposed amendments to the council that differs from the model policy issued by the National Treasury, the accounting officer must –
  - (a) ensure that such proposed amendments comply with the Regulations; and
  - (b) report any deviation from the model policy to the National Treasury and the relevant provincial treasury.
- (3) When amending this supply chain management policy the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

#### **Delegation of supply chain management powers and duties**

##### **4.**

- (1) The council hereby delegates all powers and duties to the municipal manager which are necessary to enable the Municipal Manager –
  - (a) to discharge the supply chain management responsibilities conferred on accounting officers in terms of –
    - (i) Chapter 8 or 10 of the Act; and
    - (ii) this Policy;
  - (b) to maximise administrative and operational efficiency in the implementation of this Policy;
  - (c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and
  - (d) to comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.
- (2) Sections 79 and 106 of the Act apply to the sub-delegation of powers and duties delegated to an accounting officer in terms of sub-paragraph (1).
- (3) The Municipal Manager may not sub-delegate any supply chain management powers or duties to a person who is not an official of municipality or to a committee which is not exclusively composed of officials of the municipality.
- (4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

## Sub-delegations

### 5.

- (1) The Municipal Manager may in terms of section 79 or 106 of the Act sub-delegate any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub-delegation must be consistent with sub-paragraph (2) of this paragraph and paragraph 4 of this Policy.
  
- (2) The power to make a final award –
  - (a) Above R10 million (VAT included) may not be sub-delegated by the Municipal Manager;
  - (b) Above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub-delegated but only to –
    - (i) Chief Financial Officer;
    - (ii) a senior manager
    - (iii) a bid adjudication committee of which the Chief Financial Officer or senior manager is a member.
  - (c) Not exceeding R2 million (VAT included) may be sub-delegated but only to –
    - (i) Chief Financial Officer;
    - (ii) a senior manager or a manager directly accountable to the Chief Financial Officer;
    - (iii) a bid adjudication committee.
  
- (3) An official or bid adjudication committee to which the power to make final awards has been sub-delegated in accordance with subparagraph (2) must within five days of the end of each month submit to the municipal manager a written report containing particulars of each final award made by such official or committee during that month, including–
  - (a) the amount of the award;
  - (b) the name of the person to whom the award was made; and

- (c) the reason why the award was made to that person.
- (4) Sub-paragraph (3) of this paragraph does not apply to procurements out of petty cash.
- (5) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub-delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.
- (6) No supply chain management decision-making powers may be delegated to an advisor or consultant.

#### **Oversight role of council**

##### **6.**

- (1) The council of a municipality must maintain oversight over the implementation of this Policy.
- (2) For the purposes of such oversight the Municipal Manager must –
  - (a)
    - (i) Within 30 days of the end of each financial year, submit a report on the implementation of this policy, to the council of KwaDukuza Municipality; and
    - (ii) Whenever there are serious and material problems in the implementation of this policy, immediately submit a report to the council.
- (3) The Municipal Manager must, within 10 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Mayor.



- (4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

#### **Supply chain management unit**

**7.**

- (1) A supply chain management unit is hereby established to implement this policy.
- (2) The supply chain management unit operates under the direct supervision of the Chief Financial Officer or an official to whom this duty has been delegated in terms of section 82 of the Act.

#### **Training of supply chain management officials**

**8.**

The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

## CHAPTER 2

### SUPPLY CHAIN MANAGEMENT SYSTEM

#### Format of Supply Chain Management system

9.

This Policy provides systems for –

- (i) Demand Management;
- (ii) Acquisition Management;
- (iii) Logistics Management;
- (iv) Disposal Management;
- (v) Risk Management; And
- (vi) Performance Management.

#### *Part 1: Demand management*

#### System of Demand Management

10.

- (1) The Municipal Manager must establish and implement an appropriate demand management system in order to ensure that the resources required by KwaDukuza Municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.
- (2) The demand management system must –
  - (a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;
  - (b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and

- (c) provide for the compilation of the required specifications to ensure that its needs are met.
- (d) To undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

## ***Part 2: Acquisition management***

### **System of Acquisition Management**

#### **11.**

- (1) The Municipal Manager must implement the system of Acquisition Management set out in this Part in order to ensure –
  - (a) That goods and services are procured by the municipality in accordance with authorised processes only;
  - (b) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act;
  - (c) That the threshold values for the different procurement processes are complied with;
  - (d) That bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and
  - (e) That any Treasury guidelines on acquisition management are properly taken into account.
- (2) When procuring goods or services contemplated in section 110(2) of the Act, the Municipal Manager must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including –
  - (a) Water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and

- (b) electricity from Eskom or another public entity, another municipality or a municipal entity.

### **Range of procurement processes**

#### **12.**

- (1) Goods and services may only be procured by way of –
  - (a) petty cash purchases, up to a transaction value of **R 200** (VAT included);
  - (b) two written quotations for procurements of a transaction value up to R2000 (VAT included);
  - (c) three written quotations for procurements of a transaction value of R2000 up to R10 000 (vat included)
  - (d) three formal written price quotations for procurements of a transaction value over R10 000 up to R30 000 (VAT included); and
  - (e) formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included); and
  - (f) a competitive bidding process for–
    - (i) procurements above a transaction value of R200 000 (VAT included); and
    - (ii) the procurement of long term contracts.
- (2) The Municipal Manager may, in writing-
  - (a) lower, but not increase, the different threshold values specified in subparagraph (1); or
  - (b) direct that –
    - (i) written quotations be obtained for any specific procurement transaction value lower than R2000;
    - (ii) formal written price quotations be obtained for any specific procurement of a transaction value lower than R10 000; or
    - (iii) a competitive bidding process be followed for any specific procurement of a transaction value lower than R200 000.

- (3) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.
- (4) In respect of 12(1)(b) and 12(1)(c) a Munsoft electronic rotational system based on the registered database of suppliers or CSD will be utilized for the respective goods or services to be procured. e.g. Catering, advertising, servicing and minor repairing of air conditioners, repairs to tyres, auto electrical works, breakdown services
- (5) The following goods or services shall be procured from within the respective user wards catering, marques, chairs and sound equipment for ward based meetings.
  - (i) Catering and associated goods or services for ward based meetings
  - (ii) Transportation from relevant area based taxi associations.
  - (iii) The per unit cost as determined by council for catering shall be incremented annually in line with the CPIX as determined by the National Treasury annually in relation to the budget preparation directive for each financial year
- (6) No competitive bidding shall be utilized for goods or services that are price regulated e.g. fuel / gas; or provided by a manufacturing agent or RMI Accredited or AA (for all vehicles outside factory warranty) e.g. servicing / repairing vehicles
  - (i) and training conducted by other organs of state
  - (ii) repairs to radios and repeaters for communication
  - (iii) fuel or gas (regulated)

- (iv) goods or services sourced from a manufacturer or manufacturing agency e.g. vehicles and plant services; electrical equipment, repairs to emergency lights and sirens, calibrations or repairs to speed timing machines, Alco meters, meter reading, fire equipment
  - (v) Munsoft financial system, BAUD Asset Management System, Microsoft Software, VIP, Windeed, Intellicash, Team Mate, On Key, Digicore, Fleet Services
  - (vi) meal vouchers for standby staff
  - (vii) repairs to printers and IT Equipment
  - (viii) transversal contracts secured by National Treasury
- (7) Set asides
- (a) The Accounting Officer has taken the decision to economically empower youth, women and people living with disabilities. This set aside approach is aimed at addressing previously disadvantaged people through economic empowerment.
  - (b) The Accounting Officer will identify goods and services that will be given to the co-operatives; QSE's and EME's composed of youth, women and people living with disabilities, i.e.: -
    - i. Cleaning of drains
    - ii. Construction of V-drains
    - iii. Printing and stationery
    - iv. Cleansing material
    - v. Refreshments
    - vi. Building Maintenance (e.g. Community Halls) ,
    - vii. Plot Clearing,
    - viii. Tree cutting and felling, (where necessary),

- ix. Building material e.g. concrete works (i.e. blocks, bricks, paving bricks etc) and sand,
  - x. Site establishment goods /services e.g. toilet hire, site fencing, security etc,
  - xi. Construction of temporary shelter during the emergency /disaster,
  - xii. Potholes repairs,
- 
- (c) Co-operatives must be at least 51% youth owned, 51% women owned, 51% people living with disabilities as outlined in the PPR of 2017.
  - (d) Set aside will mainly deal with goods and services up to a threshold of R200 000.00 vat inclusive
  - (e) The Accounting Officer will advertise and call for co-operatives to be registered on the National Treasury Central Supplier Database.
  - (f) The co-operatives will be awarded goods or services on a rotational basis or will be requested to compete amongst themselves in order to inculcate good business ethos.
  - (g) A report must be submitted to council on the implementation of the "Set Aside Approach" on a quarterly basis.
  - (h) Only co-operatives, QSE's or EME's who reside in the KwaDukuza Municipal area of jurisdiction and who appear on the voter's roll of KwaDukuza Municipality will be considered.

**General preconditions for consideration of written quotations or bids****13.**

A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

- (a) has furnished –
  - (i) full name;
  - (ii) identification number or company or other registration number; and
  - (iii) tax reference number and VAT registration number, if any;
- (b) has submitted a tax clearance from the South African Revenue Services that the provider's tax matters are in order; and
- (c) has indicated –
  - (i) whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;
  - (ii) if the provider is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or
  - (iii) whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months.



### **Lists of accredited prospective providers**

#### **14.**

- (1) The Municipal Manager must –
  - (a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations; and
  - (b) at least once a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;
  - (c) specify the listing criteria for accredited prospective providers; and
  - (d) disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.
- (2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.
- (3) The list must be compiled per commodity and per type of service.
- (4) That KwaDukuza Municipality will source goods or services directly from the Central Supplier Database which was implemented by National Treasury.

### **Petty cash purchases**

#### **15.**

The conditions for procurement of goods by means of petty cash referred to in paragraph 12 (1) (a) of this Policy, are as follows –

- (a) The Chief Financial Officer may, in writing, delegate the responsibility to monitor Petty Cash purchases to the Accountant: Expenditure
- (b) Goods and services may only be procured by way of petty cash, up to a transaction value of R200 (VAT included).
- (c) A maximum of five petty cash purchases per month will be allowed for each departmental section.
- (d) Petty cash levels should be kept at R4500 by the Director Expenditure.
- (e) Petty cash may only be used for the following types of expenditure: refreshments, catering, gifts, wheel repairs, and other small items.
- (f) A monthly reconciliation report from the Accountant Expenditure must be submitted to the Chief Financial Officer, including –
  - (i) the total amount of petty cash purchases for that month; and
  - (ii) receipts and appropriate documents for each purchase.

### **Written or verbal quotations**

#### **16.**

The conditions for the procurement of goods or services through written or verbal quotations are as follows:

- (a) Quotations must be obtained from at least two different providers for procurement ranges of between R200 and R2000 and three different providers for procurements above R2000 and preferably from, but not limited to, providers whose names appear on the list of accredited prospective providers of the municipality, provided that if quotations are

obtained from providers who are not listed, such providers must meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;

- (b) to the extent feasible, providers must be requested to submit such quotations in writing;
- (c) if it is not possible to obtain at least three quotations for procurements above R2000 the reasons must be recorded and reported quarterly to the Municipal Manager or another official designated by the Municipal Manager;
- (d) the Municipal Manager must record the names of the potential providers requested to provide such quotations with their quoted prices;
- (e) if a quotation was submitted verbally, the order may be placed only against written price confirmation from the all bidders ;

#### **Formal written quotations**

##### **17.**

- (1) The conditions for the procurement of goods or services through formal written price quotations are as follows:
  - (a) quotations above R10 000 must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;
  - (b) quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria set out in paragraph 14(1)(b) and (c) of this Policy;
  - (c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the Chief Financial Officer or an official designated by the Chief Financial Officer,
  - (d) the Municipal Manager must record the names of the potential providers and their written quotations, and

- (2) A designated official referred to in subparagraph (1) (c) must within three days of the end of each month report to the Chief Financial Officer on any approvals given during that month by that official in terms of that subparagraph.

**Procedures for procuring goods or services through written or verbal quotations and formal written price quotations**

**18.**

The procedure for the procurement of goods or services through written or verbal quotations or formal written price quotations is as follows:

- (a) when using the list of accredited prospective providers the accounting officer must promote ongoing competition amongst providers by inviting providers to submit quotations on a rotation basis;
- (b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 17, be advertised for at least seven days on the website and an official notice board of KwaDukuza Municipality;
- (c) the Accounting Officer must take all reasonable steps to ensure that the procurement of goods or services through written or verbal quotations or formal written price quotations is not abused
- (d) offers received must be evaluated on a comparative basis taking into account unconditional discounts;
- (e) the Municipal Manager or Chief Financial Officer must on a monthly basis be notified in writing of all written or verbal quotations and formal written price quotations accepted by an official acting in terms of a sub delegation;
- (f) offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;

- (g) subject to Section 28(1)(f) of this policy, sub-regulation 9 and Regulation 11 of the PPR 2017, the contract must be awarded to the tenderer scoring the highest points.;
- (h) Preference for the award of goods or services to be given to bidders residing in:
  - (i) The KwaDukuza Municipal area of jurisdiction,
  - (ii) The ILembe District
  - (iii) The KZN province and
  - (iv) The Republic of South Africa
- (i) Proof of address by way of municipal utility bill or signed letter by ward councilor must be provided for (h) above.
- (j) Contracts may be expanded or varied by not more than 20% for construction related goods, services and infrastructure projects and 15% for all other goods or services of the original value of contract. Anything the above mentioned thresholds must be reported to council. Any expansion or variation on excess of these thresholds must be dealt with in terms of the provisions of Section 116(3) of the MFMA which would be regarded as an amendment to the contract.
- (k) MFMA Circular 49 issued in 2009 and Section 65 (2) (e) of the Municipal Finance Management Act of 2003 states "that all monies owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure. (refer SOP – Annexure A)
- (l) Validity period for construction related goods/ services and infrastructure projects is 56 days or in exceptional cases 84 days and for all other goods or services the validity period is 90 days (consecutive days).
- (m) no extension of validity period will be accepted as outlined above.

### **Competitive bids**

#### **19.**

- (1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 11(2) of this Policy.
- (2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

### **Process for competitive bidding**

#### **20.**

The procedures for the following stages of a competitive bidding process are as follows:

- (a) Compilation of bidding documentation as detailed in paragraph 21;
- (b) Public invitation of bids as detailed in paragraph 22;
- (c) Site meetings or briefing sessions as detailed in paragraph 22;
- (d) Handling of bids submitted in response to public invitation as detailed in paragraph 23;
- (e) Evaluation of bids as detailed in paragraph 28;
- (f) Award of contracts as detailed in paragraph 29;
- (g) Administration of contracts
  - (i) After approval of a bid, the accounting officer and the bidder must enter into a written agreement.
- (h) Proper record keeping
- (i) Original / legal copies of written contract agreements should be kept in a secure place for reference purposes

## **Bid documentation for competitive bids**

### **21.**

The criteria with which bid documentation for a competitive bidding process must–

- (a) take into account –
  - (i) the general conditions of contract and any special conditions of contract, if specified;
  - (ii) any Treasury guidelines on bid documentation; and
  - (iii) the requirements of the Construction Industry Development Board (CIDB), in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;
- (b) include the preference points system to be used, goals as contemplated in the Preferential Procurement Regulations and evaluation and adjudication criteria, including any criteria required by other applicable legislation;
- (c) compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;
- (d) if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–
  - (i) if the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements –
    - (aa) for the past three years; or
    - (bb) since their establishment if established during the past three years;
  - (ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;
  - (iii) particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

- (iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from KwaDukuza Municipality is expected to be transferred out of the Republic; and
- (e) stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

#### **Public invitation for competitive bids**

##### **22.**

- (1) The procedure for the invitation of competitive bids, is as follows:
  - (a) Any invitation to prospective providers to submit bids must be by means of a public advertisement in eTender or newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin); and
  - (b) The information contained in a public advertisement, must include –
    - (i) the closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R10 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in eTender or a newspaper, subject to sub-paragraph (2) of this policy;
    - (ii) a statement that bids may only be submitted on the bid documentation provided by KwaDukuza Municipality ;and
    - (iii) date, time and venue of any proposed site meetings or briefing sessions.;
    - (iv) statement stating that no late bid proposal will be accepted.



- (2) The Municipal Manager may determine a closure date for the submission of bids which is less than the 30 or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.
- (3) Bids submitted must be sealed.
- (4) Where bids are requested in electronic format, such bids must be supplemented by sealed hard copies.

**Procedure for handling, opening and recording of bids (refer SOP – Annexure B)**

**23.**

The procedures for the handling, opening and recording of bids, are as follows:

- (a) Bids–
  - (i) must be opened only in public;
  - (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired; and
  - (iii) received after the closing time should not be considered and returned unopened immediately.
- (b) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and, if practical, also each bidder's total bidding price;
- (c) No information, except the provisions in subparagraph (b), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and
- (d) The Municipal Manager must –
  - (i) record in a register all bids received in time;
  - (ii) make the register available for public inspection; and
  - (iii) publish the entries in the register and the bid results on the website.

### **Negotiations with preferred bidders**

#### **24.**

- (1) The Municipal Manger may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –
  - (a) does not allow any preferred bidder a second or unfair opportunity;
  - (b) is not to the detriment of any other bidder; and
  - (c) does not lead to a higher price than the bid as submitted.
- (2) Minutes of such negotiations must be kept for record purposes.

### **Two-stage bidding process (refer SOP – Annexure C)**

#### **25.**

- (1) A two-stage bidding process is allowed for –
  - (a) large, complex projects;
  - (b) projects where it may be undesirable to prepare complete detailed technical specifications; or
  - (c) long term projects with a duration period exceeding three years.
  - (d) When the municipality seeks to enter into a contract for the purpose of research or study or planning.
- (2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.
- (3) In the second stage final technical proposals and priced bids should be invited.

### **Committee system for competitive bids**

#### **26.**

- (1) A committee system for competitive bids is hereby established, consisting of the following committees for each procurement or cluster of procurements as the accounting officer may determine:
  - (a) a bid specification committee;
  - (b) a bid evaluation committee; and
  - (c) a bid adjudication committee;
- (2) The Municipal Manager appoints the members of each committee, taking into account section 117 of the Act; and
- (3) A neutral or independent observer, appointed by the Municipal Manager, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.
- (4) The committee system must be consistent with –
  - (a) paragraph 27, 28 and 29 of this Policy; and
  - (b) any other applicable legislation.
- (5) The Municipal Manager may apply the committee system to formal written price quotations.

### **Bid specification committees**

#### **27.**

- (1) A bid specification committee must compile the specifications for each procurement of goods or services by the municipality.
- (2) Specifications –
  - (a) must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;

- (b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;
- (c) must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;
- (d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labeling of conformity certification;
- (e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word "equivalent";
- (f) must indicate each specific goal for which points may be awarded in terms of the points system set out in the Preferential Procurement Regulations 2017; and 34
- (g) must be approved by the Municipal Manager / chairperson of the tender specifications committee prior to publication of the invitation for bids in terms of paragraph 22 of this Policy.
- (h) The following information must be submitted by the senior manager responsible for the vote to the Chief Financial Officer prior to the public advertisement of any bids in excess of R10 million (all applicable taxes included):
  - (i) Proof that budgetary provision exists for procurement of the goods, services and/or infrastructure projects;
  - (ii) Any ancillary budgetary implications related to the bid, for example, if the project is for the acquisition of a municipal asset, does budgetary provision exist for the operation of the asset,

maintenance costs relating to the asset, administration costs and rehabilitation/renewal costs;

- (iii) Any multi-year budgetary implications, for example, if a project will take more than one financial year, the estimated expenditure per financial year.
  
- (i) MFMA Circular 69 makes provision for the Department of Trade and Industry to designate sectors where in the award of bids, local production and content is of critical importance. Such bids must be advertised with a specific condition that only locally produced goods, works or services or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered.
- (j) the above must be In terms of Municipal Bid document 6.2 (MBD 6.2) Declaration Certificate for Local Production and Content for Designated Sectors" for the following sectors that have been designated (*a/so applicable to Regulation 12 procurements*):
  - (i) Textile, clothing, leather and footwear;
  - (ii) Buses (bus body);
  - (iii) Steel power pylons;
  - (iv) Canned / processed vegetables;
  - (v) Rail rolling stock;
  - (vi) Set top boxes;
  - (vii) Furniture; and
  - (viii) Electrical and telecom cable products.
  - (ix) Transformers, shunt reactors and associated equipment
  - (x) Any other items designated by National Treasury as and when listed on the Office of the Chief Procurement Officer website.
  
- (k) Validity period for construction related goods/ services and infrastructure projects is 56 days or in exceptional cases 84 days and for all other goods or services the validity period is 90 days (consecutive days).

- (3) A bid specification committee must be composed of:
  - (a) at least four officials of the municipality who must serve as standing members; of which one must be from the Supply Chain Management Unit
  - (b) an official to be co-opted from the end user department preferably a manager and a knowledgeable official responsible for the function involved;
  - (c) co-opted external specialist advisor .
  - (d) the quorum must be equal to 50% of the number of permanent (as opposed to co-opted) committee members, plus one other member.
- (4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.
- (5) That for all projects with a threshold of R200 000.00 to R4m the following is waived:-
  - (a) Bank guarantee
  - (b) Bank rating
  - (c) NQF levels 6 and 7
  - (e) Letter of Good Standing with Workmen's Compensation Fund  
(The service provider must submit a letter from the Department of Labour indicating that they can be registered within seven days after receiving the award. The award shall be crafted in such way that the Municipality gives the service provider fourteen days to register with the Compensation Fund prior to the signing of the contract.
- (6) That for all projects with a threshold exceeding R4m inclusive of the following shall apply:-
  - (a) That a tenderer must sub-contract a minimum of 45% to:-

- (i) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people.
  - (ii) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people who are youth
  - (iii) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people who are women
  - (iv) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people with disabilities
  - (v) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people living in rural or under developed areas or townships
  - (vi) a co-operative which is at least 51% owned by black people
  - (vii) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise) which is at least 51% owned by black people who are military veterans
  - (viii) an EME (exempted micro enterprise) or QSE (qualifying small business enterprise)
- (b) KDM must apply pre-qualifying criteria to advance certain designated groups and must advertise the tender with a specific tendering conditions that only one or more of the above (a) tenderers may respond in terms of Section 4(1) of the Preferential Procurement Regulations of 2017.
- (c) That local labour must be employed in terms of EPWP and 80% employed from within the ward and 20% within all wards of KDM.
- (d) That the Business Unit concerned must ensure that the line items that are to be subcontracted, must be specified in the bid specifications document.

- (e) The Accounting Officer has taken the decision to economically empower youth, women and people living with disabilities. This set aside approach is aimed at addressing previously disadvantaged people through economic empowerment.
- (f) The Accounting Officer will identify goods and services that will be given to the co-operatives; QSE's and EME's composed of youth, women and people living with disabilities, i.e.: -
  - i. Cleaning of drains
  - ii. Construction of V-drains
  - iii. Printing and stationery
  - iv. Cleansing material
  - v. Refreshments
  - vi. Building Maintenance (e.g. Community Halls) ,
  - vii. Plot Clearing
  - viii. Tree cutting and felling, (where necessary),
  - ix. Building material e.g. concrete works (i.e. blocks, bricks, paving bricks etc) and sand,
  - x. Site establishment goods /services e.g. toilet hire, site fencing, security etc,
  - xi. Construction of temporary shelter during the emergency /disaster,
  - xii. Potholes repairs,
- (7) The Accounting Officer may call on preferred bidders to form a joint venture with SMME's for projects exceeding R10m.
- (8) Skills development program
- (a) that for all technical projects exceeding R10m, 1.00% of the project value must be allocated to skills development program for example; all graduates within KDM's jurisdiction



(9)

- (a) The Tender Specific Committee shall set appropriate Local Economic Development targets in the form of Contract Participation Goals, set as performance criteria within contracts, where appropriate, for the following target groups in line with KwaDukuza Council resolution of ensuring that bona-fide local cooperatives and emerging businesses are empowered. Council further reinforces that the below categories shall be considered for the set-aside and empowerment of local entrepreneurs:

- i. Priority population groups
- ii. Women
- iii. Youth
- iv. Disabled
- v. Co-operatives
- vi. Military Veterans

- (b) In reference to clause above, KwaDukuza Municipality can decide to apply pre-qualifying criteria to advance designated groups. That tender must be advertised with a specific tendering condition that only one or more of the following designated groups may respond-

- i. an EME or QSE which is at least 51% owned by black people;
- ii. an EME or QSE which is at least 51% owned by black people who are youth;
- iii. an EME or QSE which is at least 51% owned by black people who are women;
- iv. an EME or QSE which is at least 51% owned by black people with disabilities;
- v. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- vi. a co-operative which is at least 51% owned by black people;

- vii. an EME or QSE which is at least 51% owned by black people who are military veterans;
- (c) only cooperatives or EME or QSE meeting one of the above mentioned criteria who has his or her residences within KwaDukuza ward or coming from a certain CLUSTER as per council resolution of ward clustering shall be considered only for certain provision of services or goods.
- (10) All local based EME or QSE or cooperatives who are participating on KwaDukuza Municipality initiated Supplier/ Enterprise Development Program which is run for the period of more than 1 year shall be considered as part of the set-aside procurement.
- (11) A pre-qualification process shall be undertaken by the municipality as part of its supply chain management processes informed by the Demand Base analysis and also by the opportunities identified by the respective Business Units as part of their contribution on Radical Economic Empowerment of local people.
- (12) A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents is an unacceptable tender.
- (13) That the TSC checklist must be completed and signed by the chairperson and its members.

#### **Bid evaluation committees**

#### **28.**

- (1) A bid evaluation committee must –
- (a) evaluate bids in accordance with –
  - (i) the specifications for a specific procurement; and
  - (ii) the points system set out in terms of paragraph 27(2)(f).

- (b) evaluate each bidder's ability to execute the contract;
- (c) check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears
- (d) If the price offered by the tenderer scoring the highest points is not market related, council may not award the contract to that tenderer;
- (e) Council may –
  - (i) Negotiate a market related price with a tenderer scoring the highest points or cancel the tender
  - (ii) If the tenderer does not agree to a market related price, negotiate a market related price with the tenderer scoring the second highest points or cancel the tender
  - (iii) if the tenderer scoring the second highest points does not agree to a market related price, negotiate a market related price with the tenderer scoring the third highest points or cancel the tender
  - (iv) If a market related price is not agreed as envisaged in (iii) above, council must cancel the tender;
- (f) no extension of validity period will be accepted as outlined in section 27(2)(k)
- (g) In the event where the evaluation of bids received are not concluded within the validity period, the municipality must arrange to extend period of validity to all bidders before expiry date.
- (h) Prior approval for the extension of bid validity period must be sought from Head: SCM or designated official.
- (i) In the event where the validity period of the bids received have expired with no extension of the period of tender validity being arranged with all bidders before the expiry of the validity period, then the tender is null and void and of no force and effect.
- (j) submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

- (k) in terms of (b) above, the committee may not appoint a contractor to carry out works which exceeds the value of the maximum threshold enabled for their CIDB grading to mitigate its risk.
  - (l) in terms of (b) above, the committee may not appoint a contractor for more than one contract for non-technical tenders to mitigate its risk.
  - (m) A tenderer that fails to meet any pre-qualifying criteria in terms of Section 27(6) of this policy and section 4(1) & (2) of the Preferential Procurement Regulations of 2017 should be deemed as an unacceptable tender.
  - (n) Contracts above the value of R10 million (all applicable taxes included) may only be awarded to the preferred bidder after the Chief Financial Officer has verified in writing that budgetary provision exists for the acquisition of the goods, infrastructure projects and/or services and that it is consistent with the Integrated Development Plan.
- 
- (2) A bid evaluation committee must as far as possible be composed of;
    - (a) at least four officials of the municipality who must serve as standing members; one from the Supply Chain Management Unit.
    - (b) an official to be co-opted from end user department preferably a manager and a knowledgeable official responsible for the function involved ;
    - (c) co- opted external specialist advisor
    - (d) the quorum must be equal to 50% of the number of permanent (as opposed to co-opted) committee members, plus one other member.
  - (3) That the TAC checklist must be completed and signed by the chairperson and its members.

### **Bid adjudication committees**

#### **29.**

- (1) A bid adjudication committee must –

- (a) consider the report and recommendations of the bid evaluation committee; and
  - (b) either –
    - (i) depending on its delegations, make a final award or a recommendation to the Municipal Manager to make the final award; or
    - (ii) make another recommendation to the Municipal Manager how to proceed with the relevant procurement in terms of S114 of the MFMA
    - (iii) subject to Section 28(1)(f) of this policy, sub-regulation 9 and Regulation 11 of the PPR 2017, the contract must be awarded to the tender scoring the highest points.
- (2) A bid adjudication committee must consist of at least four senior managers of the municipality which must include –
- (a) Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer.
  - (b) Executive Directors or senior managers of which one must be a senior supply chain management official
  - (c) the quorum must be equal to 50% of the number of permanent (as opposed to co-opted) committee members, plus one other member.
- (3) The Municipal Manager must appoint the chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting.
- (4) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.

- (5)
  - (a) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –
    - (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;
    - (ii) notify the Municipal Manager.
  - (b) The Municipal Manager may –
    - (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a); and
    - (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- (6) The Municipal Manager may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.
- (7) The Municipal Manager must comply with section 114 of the Act within 10 working days.
- (8) That the TAC checklist must be completed and signed by the chairperson and its members.

**Procurement of banking services****30.**

- (1) A contract for banking services –
  - (a) must be procured through competitive bids;
  - (b) must be consistent with section 7 or 85 of the Act; and
  - (c) may not be for a period of more than five years at a time.
- (2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.
- (3) The closure date for the submission of bids may not be less than 60 days from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

**Procurement of IT related goods or services****31.**

- (1) The Municipal Manager may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.
- (2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.
- (3) The accounting officer must notify SITA together with a motivation of the IT needs if –
  - (a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or
  - (b) the transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

- (4) If SITA comments on the submission and the municipality disagrees with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant provincial treasury and the Auditor General.

**Procurement of goods and services under contracts secured by other organs of state (refer SOP – Annexure D)**

**32.**

- (1) The Municipal Manager may procure goods or services under a contract secured by another organ of state, but only if –
  - (a) the contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
  - (b) there is no reason to believe that such contract was not validly procured;
  - (c) there are demonstrable discounts or benefits to do so; and
  - (d) that other organ of state and the provider have consented to such procurement in writing.
- (2) Subparagraphs (1)(c) and (d) do not apply if –
  - (a) a municipal entity procures goods or services through a contract secured by its parent municipality; or
  - (b) a municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.
  - (c) a municipality procures goods or services through a transversal contract secured by National Treasury



### **Procurement of goods necessitating special safety arrangements**

#### **33.**

- (1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.
- (2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

### **Proudly SA Campaign**

#### **34.**

- (1) (a) KwaDukuza Municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services from:
  - Firstly – suppliers and businesses within the municipality or district;
  - Secondly – suppliers and businesses within the relevant province;
  - Thirdly – suppliers and businesses within the Republic.
- (2) KwaDukuza Municipality shall comply with MFMA circular 69 on promotion of local production and content in the designated sectors.
- (3) The following sectors have been designated;
  - (a) Textile, clothing, leather and footwear
  - (b) Bus body (only)
  - (c) Steel power pylons
  - (d) Canned/processed vegetables
  - (e) rail rolling stock
  - (f) set top boxes
  - (g) Furniture; and

- (h) Electrical and telecom cable products
- (i) Transformers, shunt reactors and associated equipment
- (j) Any other items designated by National Treasury as and when listed on the Office of the Chief Procurement Officer website.

### **Appointment of consultants**

#### **35.**

- (1) The Municipal Manager may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.
- (2) Consultancy services must be procured through competitive bids if
  - (a) the value of the contract exceeds R200 000 (VAT included); or
  - (b) the duration period of the contract exceeds one year.
- (3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –
  - (a) all consultancy services provided to an organ of state in the last five years; and
  - (b) any similar consultancy services provided to an organ of state in the last five years.
- (4) The Municipal Manager must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.
- (5) All turnkey projects must be procured in terms of S12(1) of this policy.
- (6) The appointment of consultants/ turnkey appointments, shall be authorized and approved by the Accounting Officer.

**Deviation from, and ratification of minor breaches of, procurement processes (refer SOP – Annexure E)**

**36.**

- (1) The Municipal Manager may –
  - (a) dispense with the official procurement processes established by this Policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –
    - (i) in an emergency;
    - (ii) if such goods or services are produced or available from a single provider only;
    - (iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
    - (iv) acquisition of animals for zoos and/or nature and game reserves; or
    - (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
  - (b) ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
- (2) The Municipal Manager must record the reasons for any deviations in terms of subparagraphs (1)(a) and (b) of this policy and report them to the next meeting of the council and include as a note to the annual financial statements.
- (3) Subparagraph (2) does not apply to the procurement of goods and services contemplated in paragraph 11(2) of this policy.

In the event of regulation 36 (1)(i) application of section 36 must be done within 7 days from date of incident

### **PROCEDURE TO FOLLOW**

**Poor planning does not constitute an emergency.**

In cases where it is impractical or impossible to follow the official procurement process it must be shown where and how the market was tested, why it is impractical to go to tender, the provider chosen was undertaken in a fair manner so as not to prejudice other potential providers, etc. where it would be against the Municipality's best interest to follow the proper procurement process

All reports of this nature are to be signed by the Chief Financial Officer who will check:

- Is the motivation valid?
- Is there sufficient reason for not going out to tender?
- Is there adequate finance?
- Is the process fair, equitable, as transparent as can be, cost effective?
- Can the Municipality adequately account for making such a decision

Accounting Officer to Approve prior to implementation with the exception of an emergency

Supply Chain Unit to Issue official order number.

**Unsolicited bids (refer SOP – Annexure F)**

**37.**

- (1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.
- (2) The Municipal Manager may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

- (a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
  - (b) the product or service will be exceptionally beneficial to, or have exceptional cost advantages;
  - (c) the person who made the bid is the sole provider of the product or service; and
  - (d) the reasons for not going through the normal bidding processes are found to be sound by the accounting officer.
- (3) If the Municipal Manager decides to consider an unsolicited bid that complies with subparagraph (2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –
- (a) reasons as to why the bid should not be open to other competitors;
  - (b) an explanation of the potential benefits if the unsolicited bid were accepted; and
  - (c) an invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
- (4) The Municipal Manager must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder, to the National Treasury and the relevant provincial treasury for comment.
- (5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.
- (6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.

- (7) When considering the matter, the adjudication committee must take into account –
  - (a) any comments submitted by the public; and
  - (b) any written comments and recommendations of the National Treasury or the relevant provincial treasury.
- (8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the Municipal Manager must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.
- (9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing KwaDukuza Municipality to the bid may be entered into or signed within 30 days of the submission.

### **Combating of abuse of supply chain management system**

#### **38.**

- (1) The Municipal Manager must–
  - (a) take all reasonable steps to prevent abuse of the supply chain management system;
  - (b) investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –
    - (i) take appropriate steps against such official or other role player; or
    - (ii) report any alleged criminal conduct to the South African Police Service;
  - (c) check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

- (d) reject any bid from a bidder—
  - (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or
  - (ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- (e) reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;
- (f) cancel a contract awarded to a person if —
  - (i) the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or
  - (ii) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and
- (g) reject the bid of any bidder if that bidder or any of its directors —
  - (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;
  - (ii) has been convicted for fraud or corruption during the past five years;
  - (iii) has willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

- (iv) has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- (h) The Preferential Procurement Regulations of 2011, Section 13 further states that where any of the conditions of the contract have not been fulfilled, an organ of state must take action against a contractor; and in addition to any other contractual or other remedy that it may have against the contractor, an organ of state may:
  - (i) disqualify the contractor from the tendering process;
  - (ii) recover all costs, losses or damages it has incurred or suffered as a result of that contractor's performance;
  - (iii) cancel the contract and claim any damages which it has suffered as a result of having to make less favorable arrangements due to such cancellation;
  - (iv) restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (v) forward the matter for criminal prosecution
  - (vi) That the municipality must comply with MFMA Circular 43 to invoke (iv) above.
- (i) All action taken in terms of (h) above may be shared with all municipalities within the ILembe Region.
- (2) The Municipal Manager must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this policy.



### ***Part 3: Logistics, Disposal, Risk and Performance Management***

#### **Logistics management**

**39.**

The Municipal Manager must establish and implement an effective system of logistics management, which must include -

- (a) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;
- (b) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;
- (c) the placing of manual or electronic orders for all acquisitions other than those from petty cash;
- (d) before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;
- (e) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
- (f) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
- (g) monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

## **Disposal management (refer SOP – Annexure G)**

### **40.**

- (1) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act, are as follows:
  - (i) An obsolescence plan must be determined for each asset to ensure that when the asset can no longer be maintained or used for its original purpose, that there is a plan to replace it.
  - (ii) A renewal plan must be determined for assets that have reached the end of its useful life.
  - (iii) Asset disposal decisions must be made within an integrated, service and financial planning framework.
- (2) Assets may be disposed of by –
  - (i) transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;
  - (ii) transferring the asset to another organ of state at market related value or, when appropriate, free of charge;
  - (iii) selling the asset; or
  - (iv) destroying the asset.
- (3) KwaDukuza Municipality must establish a disposal strategy to determine the best mechanism of disposal for each asset and the Municipal Manager must ensure that –
  - (a) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

- (b) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;
- (c) firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;
- (d) immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;
- (e) all fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;
- (f) where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- (g) in the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

### **Risk management**

#### **41.**

Risk management must include –

- (a) the identification of risks on a case-by-case basis;
- (b) the allocation of risks to the party best suited to manage such risks;
- (c) acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;
- (d) the management of risks in a pro-active manner and the provision of adequate cover for residual risks; and
- (e) the assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

## **Performance management**

### **42.**

The Accounting Officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

## ***Part 4: Other matters***

### **Prohibition on awards to persons whose tax matters are not in order**

#### **43.**

- (1) No award above R30 000 may be made in terms of this Policy to a person whose tax matters have not been declared by the South African Revenue Service to be in order.
- (2) Before making an award to a person the Municipal Manager must first check with SARS whether that person's tax matters are in order.
- (3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.
- (4) In terms of MFMA Circular 90, the following shall apply:-
  - (i) The CSD or tax compliance status PIN are the approved methods to be used to prove tax compliance.
  - (ii) The Accounting Officer may therefore, accept printed or copies of Tax Clearance Certificates submitted by bidders and verify them on e-Filing.

The verification result should be filed and attached for audit purposes for that specific tender or order.

- (iii) Where a supplier does not submit a tax compliance status PIN but provides a CSD number, the accounting officer should utilise the CSD number via its website [www.csd.gov.za](http://www.csd.gov.za) to access the supplier records and verify tax compliance status. A printed screen view at the time of verification should then be attached to the supplier's records for audit purposes.
- (iv) Where the recommended bidder is not tax compliant, the bidder should be notified of their non-compliant status and the bidder must be requested to submit to the municipality, within 7 working days, written proof from SARS of their tax compliance status or proof from SARS that they have made an arrangement to meet their outstanding tax obligations. This function must be performed by the SCM Practitioners for bids within the threshold of R30 000 and R200 000 and by the Demand Manager for all tender awards.
- (v) The proof of tax compliance status submitted by the bidder to the municipality must be verified via the CSD or e- Filing. This function must be performed by the SCM Practitioners for bids within the threshold of R30 000 and R200 000 and by the Demand Manager for all tender awards.
- (vi) The accounting officer should reject a bid submitted by the bidder if such a bidder fails to provide proof of tax compliance status within the timeframe stated above.

### **Prohibition on awards to persons in the service of the state**

#### **44.**

Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

- (a) who is in the service of the state;
- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or
- (c) a person who is an advisor or consultant contracted with KwaDukuza Municipality wherein the awarding of contract would result in a conflict of interest and put in question the integrity of the municipal systems of sound governance..

### **Awards to close family members of persons in the service of the state**

#### **45.**

The Municipal Manager must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –

- (a) The name of that person;
- (b) The capacity in which that person is in the service of the state; and
- (c) The amount of the award.

### **Ethical standards**

#### **46.**

- (1) A code of ethical standards is hereby established, in accordance with subparagraph (2), for officials and other role players in the supply chain management system in order to promote –
  - (a) mutual trust and respect; and

- (b) an environment where business can be conducted with integrity and in a fair and reasonable manner.
- (2) An official or other role player involved in the implementation of the supply chain management policy –
  - (a) must treat all providers and potential providers equitably;
  - (b) may not use his or her position for private gain or to improperly benefit another person;
  - (c) may not accept any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;
  - (d) notwithstanding subparagraph (2)(c), must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;
  - (e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process of, or in any award of a contract by, the municipality
  - (f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;
  - (g) must be scrupulous in his or her use of property belonging to the municipality
  - (h) must assist the accounting officer in combating fraud, corruption, favoritism and unfair and irregular practices in the supply chain management system; and
  - (i) must report to the accounting officer any alleged irregular conduct in the supply chain management system which that person may become aware of, including –

- (i) any alleged fraud, corruption, favoritism or unfair conduct;
  - (ii) any alleged contravention of paragraph 47(1) of this policy; or
  - (iii) any alleged breach of this code of ethical standards.
- (3) Declarations in terms of subparagraphs (2)(d) and (e) -
  - (a) must be recorded in a register which the accounting officer must keep for this purpose;
  - (b) by the accounting officer must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.
- (4) The National Treasury's code of conduct will be taken into account by supply chain management practitioners and other role players involved in supply chain management.
- (5) A breach of the code of ethics will be dealt with as follows -
  - (a) in the case of an employee, in terms of the disciplinary procedures of the KwaDukuza Municipality envisaged in section 67(1)(h) of the Municipal Systems Act;
  - (b) in the case a role player who is not an employee, in recognition of the severity of the breach by:
    - (i) listing in the register of defaulters by the municipality and/or
    - (ii) listing in the provincial and national treasury of defaulters and/or
    - (iii) removal from KwaDukuza Municipality's database.
  - (c) In all cases, financial misconduct will be dealt with in terms of chapter 15 of the Act
- (6) A breach of the code of conduct adopted by the municipality must be dealt with in accordance with schedule 2 of the Systems Act.



## **Inducements, rewards, gifts and favours to municipalities, officials and other role players**

### **47.**

- (1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –
  - (a) any inducement or reward to KwaDukuza Municipality for or in connection with the award of a contract; or
  - (b) any reward, gift, favour or hospitality to –
    - (i) any official; or
    - (ii) any other role player involved in the implementation of this Policy.
- (2) The Municipal Manager must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.
- (3) Subparagraph (1) does not apply to gifts less than R350 in value.

## **Sponsorships**

### **48.**

The Municipal Manager must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –

- (a) a provider or prospective provider of goods or services; or
- (b) a recipient or prospective recipient of goods disposed or to be disposed.

## **Objections and complaints**

### **49.**

Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action –

- (a) If the objection or complaint is against the procurement process, submit a written objection or complaint against the decision or action to the accounting officer of the municipality who shall, in turn, within 72 hours refer the written objection or complaint to the independent and impartial person referred to in paragraph 50 for resolution or

## **Resolution of objections and complaints against procurement process**

### **50.**

- (1) The Accounting Officer must appoint an independent and impartial committee, not directly involved in the supply chain management processes to assist in the resolution of objections and complaints between the municipality and any other person regarding -
  - (a) the implementation of the procurement process in terms of the supply chain management system; or
  - (b) any matter arising from the implementation of the procurement process in terms of the supply chain management system.
- (2) The Accounting Officer, or another official designated by the Accounting Officer, is responsible for assisting the appointed committee members effectively.
- (3) The committee appointed must –
  - (a) strive to resolve promptly all objections and complaints received; and

- (b) submit monthly reports to the accounting officer on all such objections and complaints received, attended to or resolved.
- (4) If the independent (internal) and impartial committee referred to in paragraph 50.(1), cannot resolve the matter internally, then the Accounting Officer must appoint an external appeals committee making up of members within the ILembe District Municipalities.
- (5) An objection or complaint may be referred to the KwaZulu-Natal Provincial Treasury if:
  - (a) the objection or complaint is not resolved within 60 days; or
  - (b) no response is forthcoming within 60 days.
- (6) If the Provincial Treasury does not or cannot resolve the matter, the objection or complaint may be referred to the National Treasury for resolution.

#### **Contracts providing for compensation based on turnover**

##### **51.**

If a service provider acts on behalf of KwaDukuza Municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the KwaDukuza Municipality must stipulate –

- (a) a cap on the compensation payable to the service provider; and
- (b) that such compensation must be performance based.

## CALCULATION OF THE PREFERENT POINT SYSTEM

### 52. The 80/20 or 90/10 Preference Point System

#### Preference point systems

(a) The 80/20 preference point system is applicable to bids\* with a Rand value equal to, or above R30 000 and up to a Rand value of R50 million (all applicable taxes included). Institutions may apply the 80/20 preference point system to price quotations with a value less than R30 000 if and when appropriate.

(b) The 90/10 preference point system is applicable to bids with a Rand value above R50 million (all applicable taxes included).

#### (c) Calculation of points for price

The PPPFA prescribes that the lowest acceptable bid will score 80 or 90 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis.

The formulae to be utilised in calculating points scored for price are as follows:

*80/20 Preference point system [(for acquisition of services, works or goods up to a Rand value of R50 000 000.00) (all applicable taxes included)]*

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid or offer under consideration

$P_t$  = Comparative price of bid or offer under consideration

$P_{min}$  = Comparative price of lowest acceptable bid or offer.

**Preference point system [(for acquisition of services, works or goods with a Rand value above R50 million) (all applicable taxes included)]**

$$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid or offer under consideration

$P_t$  = Comparative price of bid or offer under consideration

$P_{min}$  = Comparative price of lowest acceptable bid or offer.

Points scored must be rounded off to the nearest 2 decimal places.

**(d) Calculation of points for B-BBEE status level of contributor**

Points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

A bid must not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of a maximum of 10 or 20 points respectively for B-BBEE

**(e) Calculation of total points scored for price and B-BBEE status level of contribution**

The points scored for price must be added to the points scored for B-BBEE status level of contribution to obtain the bidder's total points scored out of 100.

**(f) Evaluation of bids that scored equal points**

- (i) In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points for B-BBEE.
- (ii) If two or more bids have equal points, including equal preference points for BBBEE, the successful bid must be the one scoring the highest score for functionality, if functionality is part of the evaluation process.
- (iii) In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.

**53. Cancellation and re-invitation of bids**

(1)

- (a) In the application of the 80/20 preference point system, if all bids received exceed R50 000 000, the bid must be cancelled. If one or more of the acceptable bid(s) received are within the R50 000 000 threshold, all bids received must be evaluated on the 80/20 preference point system.
- (b) In the application of the 90/10 preference point system, if all bids received are equal to or below R50 000 000, the bid must be cancelled. If one or more of the acceptable bid(s) received are above the R50 000 000

threshold, all bids received must be evaluated on the 90/10 preference point system.

- (c) If a bid was cancelled in terms of paragraph (a) or (b), the correct preference point system must be stipulated in the bid documents of the re-invited bid.
- (2) A municipality may, prior to the award of a bid, cancel the bid if:
- (a) Due to changed circumstances, there is no longer a need for the services, works or goods requested. [AOs / AAs must ensure that only goods, services or works that are required to fulfill the needs of the institution are procured]; or
  - (b) Funds are no longer available to cover the total envisaged expenditure. [AO has to ensure that the budgetary provisions exist]; or
  - (c) No acceptable bids are received. [If all bids received are rejected, the institution must review the reasons justifying the rejection and consider making revisions to the specific conditions of contract, design and specifications, scope of the contract, or a combination of these, before inviting new bids].
  - (d) There is a material irregularity in the tender process
- (3) The decision to cancel a tender in terms of subsections must be published in the media in which the original tender was advertised.
- (4) An organ of state may only with the prior approval of the relevant Treasury cancel a tender invitation for the second time.
- (5) In terms of CIDB clause F.1.5.2 The employer may not subsequent to the cancellation or abandonment of a tender process or the rejection of all responsive tender offers re-issue a tender covering substantially the same

scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the tenderer.

#### **54. Award of contracts**

- (a) A contract must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems.
- (b) In exceptional circumstances a contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. The reasons for such a decision must be approved and recorded for audit purposes and must be defensible in a court of law.
- (c) Contracts may be expanded or varied by not more than 20% for construction related goods, services and infrastructure projects and 15% for all other goods or services of the original value of contract. Anything above the above mentioned thresholds must be reported to council. Any expansion or variation in excess of these thresholds must be dealt with in terms of the provisions of Section 116(3) of the MFMA which would be regarded as an amendment to the contract.
- (d) MFMA Circular 49 issued in 2009 and Section 65 (2) (e) of the Municipal Finance Management Act of 2003 states "that all monies owing by the municipality be paid within 30 days of receiving the relevant invoice or statement, unless prescribed otherwise for certain categories of expenditure.



## **55. Green procurement**

1. Eco procurement, or green procurement, is procurement that takes into account environmental criteria when goods and services are purchased, so that the related environmental impact is minimised.
2. Eco procurement aims to:
  - a) Encourage a decrease in energy and resource use,
  - b) Promote environmental best practice in terms of waste minimisation and management, water and energy efficiency and conservation, pollution reduction and socio-economic development, and
  - c) Encourage suppliers to change their behaviour and to provide for environmental issues in the design, manufacture and disposal of their products.

## **56. Cost Containment**

1. Cabinet resolved, on 23 October 2013 that cost containment measures must be implemented to eliminate wasteful expenditure, reprioritise spending and ensure savings on the following focus areas among others; engagement of consultants, travel and subsistence costs, issuing of credit cards, accommodation costs, office furnishing costs, advertising or sponsorship costs, catering and events related costs.
2. That the following procurements made shall be deemed to be in contravention of cost containment measures implemented by council:
  - (a) All catering associated costs for events, training, meetings, interviews, hearings, and workshops where municipal officials are in attendance.

(b) Limit or stop all unnecessary expenditure on matters such as printing of shirts, gifts for municipal events and officials, hosting of sporting events, festivals and other associated events, cruises, lavish functions, and extraordinary costs associated with visits of dignitaries or induction of new councillors.

(c) Purchasing of refreshments for full time councilors shall be curbed at R200 per month.

3. All requests for buying submitted to the SCM Unit in relation to any procurements as mentioned above must be duly signed and approved by the Municipal Manager.

4. All event related procurements must be accompanied by a council resolution clearly indicating the budgeted amounts for these procurements.

#### **Commencement**

This Policy takes effect on [01/07/ 2019]

## **ANNEXURE A**

### **STANDARD OPERATING PROCEDURE FOR GOODS RECEIVED**

**STEP 1:** Orders issued to service provider

**STEP 2:** Goods received by SCM Official who verifies invoice against goods delivered and is signed off. (dependent on nature of goods delivered e.g. premix, quarry, hire of plant and equipment etc. where delivery note/ timesheet must be forwarded to SCM Officials)

**STEP 3:** Good received is immediately recorded in goods received book.

**STEP 4:** The departments are informed of the delivery and is requested to pick up goods from the SCM Unit and the goods received book is thereafter signed off or in some instances the SCM Senior Clerk delivers.

**STEP 5:** The invoice / delivery note is attached to the relevant order.

**STEP 6:** Once the order has been invoiced the Procurement Clerk then creates the GRV after verifying that the invoice matches the order. (After various checks have been conducted)

**STEP 7:** The GRV's are then recorded in a register and forwarded to the various directorates for authorisation.

**STEP 8:** The GRV is then returned to the SCM Unit (3 day turnaround time and date stamped) which is then verified against the register.

**STEP 9:** GRV is then forwarded for final payment (Expenditure Section)

**NB: GRV's that have not been returned timeously and/or missing, an item will be submitted monthly to MANCO**

## **STANDARD OPERATING PROCEDURE FOR SERVICES RENDERED**

**STEP 1:** Orders issued to service provider

**STEP 2:** Services rendered / project completed.

**STEP 3:** Invoice is thereafter provided by the service provider to the user directorate.

**STEP 4:** The user departments then verifies the completion of the project and signs off the invoice.

**STEP 5:** The invoice is then submitted to the SCM Unit by the user department and the SCM Official thereafter invoices the order.

**STEP 6:** Once the order has been invoiced the Procurement Clerk then creates the GRV after verifying that the invoice matches the order. (after various checks have been conducted)

**STEP 7:** The GRV's are then recorded in a register and forwarded to the various directorates for authorisation.

**STEP 8:** The GRV is then returned to the SCM Unit (3 day turnaround time and date stamped) which is then verified against the register.

**STEP 9:** GRV is then forwarded for final payment (Expenditure Section)

**NB: GRV's that have not been returned timeously and/or missing, an item will be submitted monthly to MANCO**

## **ANNEXURE B**

### **STANDARD OPERATING PROCEDURE FOR THE OPENING OF TENDER DOCUMENTS**

1. Once advert is placed in the local newspaper; councils website and notice boards; e-tender portal; CIDB website (if applicable); the electronic advert is forwarded to the following officials:-
  - Office of the Municipal Manager
  - Luyanda Tshonapi
  - Business Unit concerned
  - Consultants (if applicable)
2. The above officials must make themselves available at the time and date and venue for the opening of the tender bid documents as specified in the advert.
3. At the opening, the officials will call out the following:-
  - The name of the bidder
  - The price received
- 3.1 That the following mandatory documents must be stamped and signed by the KDM officials together with the bid document and the price:
  - MUNICIPAL UTILITY BILLS
  - CIDB (if applicable)
  - LETTER OF GOOD STANDING (if applicable)
  - BANK RATING (if applicable)
  - NQF LEVELS 5 & 7 (if applicable)
4. The Business Unit will sign for those documents.
5. Please note that no bid documents must leave the municipal buildings by internal officials and external service providers who are not officials of the municipality.
6. That the Demand Manager will make a copy of the tenders received and place all received bids on councils website.

**ANNEXURE C****STANDARD OPERATING PROCEDURE - 2 ENVELOPE SYSTEM  
TENDER**

1. The service provider must ensure that 2 separate envelopes are used

2. Envelope must be clearly marked as follows:-

ENVELOPE 1 – TECHNICAL PROPOSAL – TENDER NUMBER

ENVELOPE 2 – FINANCIAL PROPOSAL – TENDER NUMBER

NB: At the back of envelope 2, the service provider MUST clearly indicate the company name and postal address

3. Both envelopes 1 and 2 must be placed in a separate third envelope, sealed, clearly indicating the description of the tender the service provider wishes to participate in
4. The service provider shall place the envelope into the tender box as instructed in the tender advertisement
5. On the day of the public opening only the technical proposal (envelope 1) shall be opened and the name of each bidder publically announced and recorded
6. The second envelop indicating the price proposal MUST NOT be opened until the evaluation of the first envelope has been completed.

7. The user department will then evaluate the quality of the technical proposals and a report duly submitted to the TEC who will then recommend to TAC

NB: Evaluation to be done in accordance with criteria set bearing in mind the minimum threshold to be scored by each bidder to qualify for the opening of envelope 2.

8. ONLY those bidders who have scored the minimum number of points for the technical proposals will be invited for the opening of the second envelope (financial proposal)
9. Financial proposals shall be opened, read out and recorded publically.
10. The user department shall submit a report to the TEC who will consider price and preferential points and recommend to TAC for final award
11. All unopened financial proposals for those bidders who failed to qualify for stage 2 must be returned unopened to the bidders by Demand Management

**\*IMPORTANT NOTES\***

- *Should envelope 1 contain pricing, the tender becomes non-responsive*
- *Should the envelope not be clearly marked, the bid is rendered non-responsive*
- *Should the officials at the tender opening open both envelopes simultaneously, it renders the entire tender process as flawed. The tender must be duly cancelled and be started de novo (afresh).*

## ***ANNEXURE D***

### **STANDARD OPERATING PROCEDURE - APPOINTMENT OF SERVICE**

#### **PROVIDERS IN TERMS OF SECTION 32 OF THE SCMP**

In terms of Section 110(2)(c) of the MFMA which is further amplified in Section 32 of the Municipal Supply Chain Management Regulations, a Municipality may opt to procure goods and services under a contract secured by another organ of state, provided that the relevant supplier has agreed to such procurements and the following:-

1. The contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;
2. The municipality has no reason to believe that such contract was not validly procured;
3. There are demonstrable discounts or benefits for the municipality to do so; and
4. That the other organ of state and the provider have consented to such procurement in writing

#### **In light of the above the following SOP shall apply:-**

Once the Business Unit (BU) identifies a need for a contract secured by another organ of state, the BU is to first consider the benefits and costs of savings that could be derived from such a contract. Once this has been identified, the following must be provided to the Bid Committees (TEC and TAC) in order to consider procuring in terms of Section 32 of the Municipal Supply Chain Management Regulations:-

1. A motivation report from the BU indicating the need for such procurement and the benefits as well as cost of savings derived from procuring such a contract.
2. A letter of intent signed by the Municipal Manager to the organ of state under which the contract has been secured requesting permission to utilize the contract.



3. A signed letter from the Municipal Manager of the organ of state agreeing to tap into the tender with the following accompanying documents;
  - 3.1 Tender advert
  - 3.2 Copy of the bid document of the awarded service provider
  - 3.3 All Bid Committee minutes (bid specifications, bid evaluation and bid adjudication)
  - 3.4 Signed appointment letter of the service provider by the Municipal Manager of the other organ of state.
  - 3.5 Contract / SLA of the appointed bidder with the organ of state
  - 3.6 Letter of acceptance from the Accounting Officer of the organ of state and confirmation that no objections were outstanding at the time of appointment
4. The following documents must be provided by the service provider;
  - 4.1 Signed letter agreeing to contract with the municipality as per the approved specifications at the same rates as agreed by the other organ of state
  - 4.2 Valid SARS Pin
  - 4.3 Three years Annual Financial Statements for contracts more than R 10 million
  - 4.4 Confirmation that service provide is not in the service of the state
  - 4.5 Confirmation that municipal rates and other charges are not in arrears
  - 4.6 MBD 4 Declaration of Interest
  - 4.7 MB 6.2 Declaration for Local Content (if applicable)
5. Once the above information has been secured by the BU, an item must be prepared to the TEC for recommendation and TAC for award. This item must ensure compliance with all requirements set out in points 1 – 4 above. A copy of a budget clearance certificate must be provided to the committees proving that funds are available for such a service in compliance with Section 15 of the MFMA.
6. Once the TAC has approved the item, any resolutions that are conditional / suspensive must be addressed by the Demand Manager.

7. An appointment letter will then be drafted by the Demand Manager for the MM's signature.
8. Once signed by MM, this letter will be forwarded to the service provider.
9. The appointment letter together with the item and accompanying documents as determined in points 3 and 4 above, TEC and TAC minutes will be forwarded to the Legal Department for the drawing up of the contract to be signed.

**NB:**

- *It must be noted that the contract can only be secured as per the approved specifications from that organ of state. No deviations from the specifications may be allowed. For example, should the organ of state approve the procurement of a 30 page stapler, a 60 page stapler cannot be procured at a higher price by the municipality.*
- *A contract may only be procured in terms of Section 32 of the SCM Regulations if the intended contract is still valid. For example a tender which has a 3 year duration and 2 years has already lapsed, the municipality may only utilize that tender for the remainder of the contract duration.*

## **ANNEUXRE E**

### **SECTION 36 PROCURMENTS**

The SCM Regulations allows the Accounting Officer to dispense with the official procurement process in terms of the Regulation 36. There are 5 categories in which the Accounting Officer is allowed to deviate. The Section 36 allows the Accounting Officer to deviate from the following:-

- a) Regulation 12(1) – Range of procurement processes
- b) Regulation 18(a) - Advertising of closed quotes for 7 days
- c) Regulation 22(1) - Invitation of competitive bids

Prior to the deviation being approved by the Accounting Officer, the following must be complied with;

1. Registration on the CSD
  2. SARS tax / pin
  3. MBD 4 – Declaration of interest
  4. MBD 8 – Declaration of bidders past SCM practices
  5. MBD 6.2 – Declaration for local content (if applicable)
  6. Contractors most recent utility bill (not older than 3 months)
  7. Bank guarantees (if applicable)
  8. CIDB Grading (if applicable)
  9. Certification of registration (if required registration with a professional body if applicable)
  10. MBD 5 – Declaration for procurement above R10m and all applicable taxes
- It must be noted that there must be a justifiable motivation by the Business Unit to the Accounting Officer for a Section 36 approval.
  - The utilization of a Section 36 must as far as possible be approved prior to the procurement of goods or services.

- It is the responsibility of the requester or the Executive Director to take the Section 36 book for approval so that the Municipal Manager or his delegate has a clear understanding for the reason for the deviation. Lately there has been service providers and junior staff running around with the Section 36 book who are unable to provide clear and justifiable reasoning for the need for the deviation with incomplete documentation.
- That contracts must be drawn for any deviations exceeding R200 000.00 for all projects that require progress payments in line with the requirements of Provincial Treasury.
- A Section 36 cannot be used for the acquiring of goods or services that are repetitive in nature, for example, furniture, technical projects etc.
- No Section 36 will be approved unless the Business Unit can prove to the Municipal Manager that the SCM processes in terms of Regulation 12 has been followed.

**ANNEXURE F****STANDARD OPERATING PROCEDURE FOR UNSOLICITED BIDS**

1. A municipality is in terms of section 113 of the Act is not obliged to consider unsolicited bids received outside a normal bidding process. If a municipality or municipal entity decides in terms of section 113(2) of the Act to consider an unsolicited bid, it may do so only if:
  - The product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;
  - The product or service will be exceptionally beneficial to, or have exceptional cost advantages for, the municipality or entity;
  - The person who made the bid is the sole supplier of the product or service; and
  - The reasons for not going through the normal bidding processes are found to be sound by the Accounting Officer.
2. If a municipality decides to consider an unsolicited bid that complies with Municipal SCM Regulation 37(2), the municipality must make its decision public in accordance with section 21A of the Municipal Systems Act, together with:
  - Its reasons as to why the bid should not be open to other competitors;
  - An explanation of the potential benefits for the municipality were it to accept the unsolicited bid; and
  - An invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.
3. Once the municipality has received written comments pursuant to Municipal SCM Regulation 37(3), it must submit such comments, including any responses from the unsolicited bidder, to the National Treasury and the relevant Provincial Treasury for comment.

The bid adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations. A meeting of the bid adjudication committee to consider an unsolicited bid must be open to the public.

4. When considering the matter, the bid adjudication committee must take into account:
  - any comments submitted by the public; and
  - any written comments and recommendations of the National Treasury or the relevant Provincial Treasury.
5. If any recommendations of the National Treasury or Provincial Treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.

Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

- Note: should be taken that inadequate attention given to unsolicited bidding may cause undue problems in the entire procurement process.

## **ANNEXURE G**

### **STANDARD OPERATING PROCEDURE FOR DISPOSALS**

1. Executive Directors shall report in writing to the Head of SCM on all assets which they wish to dispose at least on quarterly basis.
2. The SCM shall consolidate the requests received from the various departments, and shall promptly report the consolidated information to the Management Committee.
3. SCM to submit an item for disposal of assets to Council for approval. Method of disposal should also be indicated on the item. E.g. public auction.
4. The Council shall ensure that the disposal of any asset takes place in compliance with Section 14 of the Municipal Finance Management Act, 2004. The Act states that the municipality may not dispose any asset required to provide a minimum level of service. The municipality may dispose any other asset, provided the municipality has considered the fair market value and the economic and community value to be received in exchange for the asset. After such considerations, Council must approve the disposal of assets.
5. SCM to place an advertisement for public auction on newspapers
6. Asset Management Section to assist with collection of all assets to be disposed to SCM yard a week before the auction take place.
7. Asset transfer form to be filled and signed (during collection of assets) by the Executive Director of each department that submitted list assets to be disposed.
8. SCM will take ownership of assets to be disposed and must safe guide such assets until auction is conducted.
9. Asset Management Section to reconcile a list of assets to be disposed using the initial list approved by Council with Assets Register.
10. Asset Management Section to confirm book values for assets to be disposed.
11. SCM to organise for inspection of assets to be disposed to all bidders a day before the auction.
12. SCM to conduct the auction process. (14 days after advert was placed on newspapers)
13. Asset Management Section to take records of all assets sold during the auction.
14. SCM to ensure that assets sold are collected by the bidders within 24 hours.

15. SCM to compile a report of auction and submit it to MANCO and Council at least a week after the auction.
16. Asset Management Section to ensure that assets sold are removed from the Assets Register.
17. SCM to conduct auction whenever deemed necessary but at least once in each reporting period.





# TARIF OF CHARGES

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX) 2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS				2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
(h) Advertising vehicles	(i) Per banner			332.17	382.00		313.04	360.00	
	(ii) Refundable deposit (refer to note below)			200.00	200.00		200.00	200.00	
	(i) Per vehicle			3,346.09	3,448.00		3,156.57	3,630.00	
	(ii) Refundable deposit (refer to note below)			500.00	500.00		500.00	500.00	
(i) Private sale signs	(i) Application fee			813.91	936.00		767.83	883.00	
	(ii) Refundable deposit (refer to note below)			308.00	300.00		300.00	300.00	
	(i) Application fee			824.35	948.00		777.39	894.00	
	(ii) Refundable deposit (refer to note below)			500.00	500.00		500.00	500.00	NEW
(k) Brand Activations (excluding Beaches)	(i) Application fee (off Peak Season)			691.30	795.00		652.17	750.00	
	(ii) Application Fee (Peak Season)			1,382.61	1,590.00		1,304.35	1,500.00	
	(iii) Refundable deposit (refer to note below)			500.00	500.00		500.00	500.00	NEW
	(i) Application Fee (1-3 days)			1,382.61	1,590.00		1,304.34	1,500.00	
(l) Beach Events Activation	(ii) Application Fee (4-10 days)			2,394.34	2,650.00		2,173.91	2,500.00	
	(iii) Application Fee (more than 10 days)			4,608.70	5,300.00		4,347.85	5,000.00	
	(iv) Umbrella Fee (per umbrella, per day)			46.09	53.00		43.48	50.00	
PERMANENT SIGNS									
(a) Aerial Advertisements	(i) Application fee - first 5sqm			407.83	469.00		384.35	442.00	
	(ii) Additional - per sqm			116.52	134.00		109.57	126.00	
	(iii) Monthly display fee per sign			87.83	101.00		82.61	95.00	
	(iv) Annual display fee per sign			766.96	882.00		723.48	832.00	
(b) Advertising Vehicles	(i) Application fee			824.35	948.00		777.39	894.00	
	(ii) Monthly display fee per sign			1,544.35	1,776.00		1,456.52	1,675.00	
	(iii) Annual display fee per sign			15,435.65	17,751.00		14,561.74	16,746.00	
(c) Building Attachment Signs	(i) Application fee - first 5sqm			407.83	469.00		384.35	442.00	
	(ii) Additional - per sqm			116.52	134.00		109.57	126.00	
	(iii) Monthly display fee per sign			86.96	100.00		80.87	93.00	
	(iv) Annual display fee per sign			766.96	882.00		723.48	832.00	
(d) Electric and Illuminated Signs (excluding digital billboards)									

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	(i)	Application fee - first 5sqm		407.83	469.00		384.35	442.00	
	(ii)	Additional - per sqm		116.52	134.00		109.57	126.00	
	(iii)	Monthly display fee per sign		104.35	120.00		98.26	113.00	
	(iv)	Annual display fee per sign		1,150.43	1,323.00		1,085.22	1,248.00	
(e)	Ground signs (excluding billboards)								
	(i)	Application fee - first 5sqm		407.83	469.00		384.35	442.00	
	(ii)	Additional - per sqm		116.52	134.00		109.57	126.00	
	(iii)	Monthly display fee per sign		86.96	100.00		80.87	93.00	
	(iv)	Annual display fee per sign		766.56	882.00		723.48	832.00	
(f)	Projecting wall signs								
	(i)	Application fee - first 5sqm		611.30	703.00		576.52	663.00	
	(ii)	Additional - per sqm		115.65	133.00		108.70	125.00	
	(iii)	Monthly display fee per sign		103.48	119.00		97.39	112.00	
	(iv)	Annual display fee per sign		1,095.65	1,260.00		1,033.04	1,188.00	
(g)	Pointer boards/Estate agents boards								
	(i)	Application fee (per agent)		813.90	936.00		767.83	883.00	
	(ii)	Monthly display fee per 10 signs		R 0.00	R 0.00	DELETE	195.65	225.00	
	(iii)	Annual display fee per 10 signs		2,295.65	2,640.00		2,165.22	2,490.00	
(h)	Estate agency signs								
	(i)	Application fee		1,288.70	1,482.00		1,215.65	1,398.00	
	(ii)	Monthly display fee per 30 signs		R 0.00	R 0.00	DELETE	521.74	600.00	
	(iii)	Annual display fee per 30 signs		5,725.22	6,594.00		5,408.87	6,211.00	
(i)	Portable/sandwich boards								
	(i)	Application fee - first 5sqm		813.91	936.00		767.83	883.00	
	(ii)	Additional - per sqm		116.52	134.00		109.57	126.00	
	(iii)	Monthly display fee per sign		206.09	237.00		194.78	224.00	
(j)	(iv)	Annual display fee per sign		2,295.65	2,640.00		2,165.22	2,490.00	
(k)	Combination signs								
	(i)	Application fee - first 5sqm		875.65	1,007.00		826.09	950.00	
	(ii)	Additional - per sqm		114.78	132.00		109.57	126.00	
	(iii)	Monthly display fee per sign		271.30	312.00		256.52	295.00	
(l)	(iv)	Annual display fee per sign		2,997.39	3,447.00		2,827.83	3,252.00	
	Neighbourhood watch/ Farm watch/Security signs and promotions								
	(i)	Application fee - first 5sqm		613.04	705.00		578.26	665.00	

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(ii)	Additional - per sqm			116.52	134.00	109.57	126.00	
(iii)	Monthly display fee per sign (not promotional)			106.09	122.00	100.00	115.00	
(iv)	Annual display fee per sign (not promotional)			1,120.00	1,288.00	1,056.52	1,215.00	
(v)	Monthly display fee per sign (promotional)			206.09	237.00	194.78	224.00	
(vi)	Annual display fee per sign (promotional)			2,398.65	2,640.00	2,165.22	2,490.00	
(i)	Veranda/under canopy signs							
(i)	Application fee - first 5sqm			407.41	468.52	384.35	442.00	
(ii)	Additional - per sqm			116.14	133.56	109.57	126.00	
(iii)	Monthly display fee per sign			85.72	98.58	80.87	93.00	
(iv)	Annual display fee per sign			765.97	880.86	722.61	831.00	
(m)	Wall signs/fascia signs							
(i)	Application fee - first 5sqm			539.35	469.00	384.35	442.00	
(ii)	Additional - per sqm			154.10	134.00	109.57	126.00	
(iii)	Monthly display fee per sign			115.00	100.00	80.87	93.00	
(iv)	Annual display fee per sign			1,013.15	881.00	722.61	831.00	
(n)	Wall signs on historical buildings for commercial use							
(i)	Application fee - first 5sqm			611.30	703.00	576.52	663.00	
(ii)	Additional - per sqm			116.52	134.00	109.57	126.00	
(iii)	Monthly display fee per sign			104.35	120.00	98.26	113.00	
(iv)	Annual display fee per sign			1,095.65	1,260.00	1,033.04	1,188.00	
(o)	Advertisements on pylons							
(i)	Application fee - first 5sqm			611.30	703.00	576.52	663.00	
(ii)	Additional - per sqm			116.52	134.00	109.57	126.00	
(iii)	Monthly display fee per sign			104.35	120.00	98.26	113.00	
(iv)	Annual display fee per sign			1,095.65	1,260.00	1,033.04	1,188.00	
(p)	Flags (permanent)							
(i)	Application fee			611.11	702.78	576.52	663.00	
(ii)	Monthly display fee per sign			104.16	119.78	98.26	113.00	
(iii)	Annual display fee per sign			1,095.03	1,259.28	1,033.04	1,188.00	
(q)	Wall Painted Advertisements (New as per bylaw)							NEW
(i)	Application fee - first 5sqm			599.13	689.00	565.22	650.00	
(ii)	Additional - per sqm			113.37	130.38	106.96	123.00	
(iii)	Monthly display fee per sign			100.31	117.66	96.52	111.00	
(iv)	Annual display fee per sign			1,074.75	1,235.96	1,013.91	1,166.00	

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(f) Sky Signs									NEW
(i) Application fee-first 5sqm				599.13	689.00		565.22	650.00	
(ii) Additional - per sqm				113.37	130.38		106.96	123.00	
(iii) Monthly display fee per sign				102.31	117.66		96.52	111.00	
(iv) Annual display fee per sign				1,074.75	1,235.96		1,013.91	1,166.00	
(g) Roof Signs									NEW
(i) Application fee-first 5sqm				599.13	689.00		565.22	650.00	
(ii) Additional - per sqm				113.37	130.38		106.96	123.00	
(iii) Monthly display fee per sign				102.31	117.66		96.52	111.00	
(iv) Annual display fee per sign				1,074.75	1,235.96		1,013.91	1,166.00	
(h) Window Signs									NEW
(i) Application fee-first 5sqm				599.13	689.00		565.22	650.00	
(ii) Additional - per sqm				116.52	134.00		106.96	123.00	
(iii) Monthly display fee per sign				102.61	118.00		96.52	111.00	
(iv) Annual display fee per sign				1,074.78	1,236.00		1,013.91	1,166.00	
(i) School Signs (Charge applied for advertising of a brand)									NEW
(i) Application fee-first 5sqm				400.00	460.00		376.57	433.00	
(ii) Additional - per sqm				113.04	130.00		106.93	123.00	
(iii) Monthly display fee per sign				84.35	97.00		79.13	91.00	
(iv) Annual display fee per sign				752.17	865.00		709.57	816.00	
(v) Development Boards/ Development Advertising (Charge applied for advertising of a development)									NEW
(i) Application fee-first 5sqm				921.74	1,060.00		869.57	1,000.01	
(ii) Additional - per sqm				138.26	159.00		130.43	150.00	
(iii) Monthly display fee per sign				230.43	265.00	DELETE	217.39	250.00	
(iv) Annual display fee per sign				2,765.22	3,180.00		2,608.70	3,000.00	
(w) Gantry Signs (Tariff Excludes Electricity consumption fee. Electricity consumption fee will need to be paid as per electricity tariffs)						DELETE			
(i) Pre-scrutiny, first 18m2				R 0.00	R 0.00	DELETE	2,226.00	2,560.00	
(ii) Pre-scrutiny, after first 18m2				R 0.00	R 0.00	DELETE	196.12	226.00	
(iii) Application Fee, per m2, upto 36m2( Non-Illuminated)-Single sided				R 0.00	R 0.00	DELETE	152.17	175.00	
(iv) Application Fee, per m2, upto 36m2( Non-Illuminated)-Double sided				R 0.00	R 0.00	DELETE	304.35	350.00	
(v) Annual Display Fee-Non-Illuminated, per m2, upto 36m2-Single sided				R 0.00	R 0.00	DELETE	869.56	1,000.00	
(vi) Annual Display Fee-Non-Illuminated, per m2, upto 36m2-Double sided				R 0.00	R 0.00	DELETE	2,173.91	2,500.00	
(vii) Application Fee, per m2, upto 36m2( Illuminated)-Single sided				R 0.00	R 0.00	DELETE	304.35	350.00	
(viii) Application Fee, per m2, upto 36m2( Illuminated)-Double sided				R 0.00	R 0.00	DELETE	608.70	700.00	
(ix) Annual Display Fee-Illuminated( no change of face), per m2, upto 36m2-Single sided				R 0.00	R 0.00	DELETE	3,043.47	3,500.00	
(x) Annual Display Fee-Illuminated( no change of face), per m2, upto 36m2-Double sided				R 0.00	R 0.00	DELETE	4,347.82	5,000.00	
(xi) Application Fee, per sqm, upto 36m2( Illuminated change of face)-Single sided				R 0.00	R 0.00	DELETE	434.78	500.00	
(xii) Application Fee, per m2, upto 36m2( Illuminated change of face)-Double sided				R 0.00	R 0.00	DELETE	652.17	750.00	



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(ccii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry larger than 36m <sup>2</sup> -Non Illuminated on private property	38.96	44.80	NEW			
(i)	Pre-Security Fee(Illuminated)	3,960.00	4,554.00	NEW			
(ii)	Application Fee (Illuminated)	25,965.22	29,860.00	NEW			
(iii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on Council property	377.83	434.50	NEW			
(iv)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on private property	264.48	304.15	NEW			
(v)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on Council property	755.65	869.00	NEW			
(vi)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on private property	528.96	608.30	NEW			
(vii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on Council property	31.48	36.20	NEW			
(viii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on private property	22.03	25.34	NEW			
(ix)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on Council property	62.96	72.40	NEW			
(x)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on private property	44.07	50.68	NEW			
(xi)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (South) on Council property	721.22	829.40	NEW			
(xii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (South) on private property	504.85	580.58	NEW			
(xiii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (South) on Council property	1,442.43	1,658.80	NEW			
(xiv)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (South) on private property	1,076.66	1,180.66	NEW			
(xv)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (South) on Council property	60.00	69.00	NEW			
(xvi)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (South) on private property	42.00	48.30	NEW			
(xvii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (South) on Council property	120.26	138.30	NEW			
(xviii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (South) on private property	84.18	96.81	NEW			
(xix)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> -Illuminated on Council property	734.61	844.80	NEW			
(xx)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> -Illuminated on private property	514.23	591.36	NEW			
(xxi)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry larger than 36m <sup>2</sup> -Illuminated on Council property	61.22	70.40	NEW			
(xxii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry larger than 36m <sup>2</sup> -Illuminated on private property	42.86	49.28	NEW			
(i)	Pre-Security Fee(Digital)	4,356.52	5,010.00	NEW			
(ii)	Application Fee (Digital)	28,560.87	32,845.00	NEW			



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(iii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (North) on Council property	1,086.96	1,250.00	NEW		
(iv)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (North) on private property	760.87	875.00	NEW		
(v)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (North) on Council property	2,173.91	2,500.00	NEW		
(vi)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (North) on private property	1,521.74	1,750.00	NEW		
(vii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (North) on Council property	90.61	104.20	NEW		
(viii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (North) on private property	63.43	72.94	NEW		
(ix)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (North) on Council property	181.22	208.40	NEW		
(x)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (North) on private property	129.46	148.83	NEW		
(xi)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (South) on Council property	2,173.91	2,500.00	NEW		
(xii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (South) on private property	1,521.74	1,750.00	NEW		
(xiii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (South) on Council property	4,347.83	5,000.00	NEW		
(xiv)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (South) on private property	3,043.48	3,500.00	NEW		
(xv)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (South) on Council property	181.13	208.30	NEW		
(xvi)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Single Sided-Digital (South) on private property	126.79	145.81	NEW		
(xvii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (South) on Council property	362.35	416.70	NEW		
(xviii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> Double Sided-Digital (South) on private property	253.64	291.69	NEW		
(xix)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> - Digital on Council property	808.09	929.30	NEW		
(xx)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> - Digital on private property	565.63	650.50	NEW		
(xxi)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> - Digital on Council property	67.39	77.50	NEW		
(xxii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Gantry Sign larger than 36m <sup>2</sup> - Digital on private property	47.17	54.25	NEW		
(y)	Litter bins					
(i)	Application fee - North	578.26	665.00	545.22	627.00	
(ii)	Application fee - South	1,154.78	1,328.00	1,089.57	1,253.00	
(iii)	Monthly display fee per sign	101.74	117.00	95.65	110.00	
(iv)	Monthly display fee per sign - South	1,117.39	1,285.00	1,053.91	1,212.00	
(v)	Annual display fee per sign					
(z)	Illuminated street name signs					
(i)	Application fee - North	826.96	951.00	780.00	897.00	
(ii)	Application fee - South	1,549.57	1,782.00	1,461.74	1,681.00	
(iii)	Monthly display fee per sign	113.04	130.00	106.09	122.00	

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(iv)	Monthly display fee per sign - South										
(v)	Annual display fee per sign					1,456.52	1,675.00	1,373.91	1,580.00		
(a)	Street light/street pole signs, etc										
(i)	Application fee - North					765.22	880.00	721.74	830.00		
(ii)	Application fee - South					1,530.89	1,759.00	1,443.48	1,660.00		
(iii)	Monthly display fee per sign					92.17	106.00	86.96	100.00		
(iv)	Monthly display fee per sign - South										
(v)	Street Pole Banners, first turn					756.52	870.00	713.04	820.00		
(vi)	Street Pole Banners, per pole					138.26	159.00	130.43	150.00		
	Annual display fee per sign					1,055.65	1,214.00	995.65	1,145.00		
(bb)	Billboards (Non Illuminated)									DELETE	AMENDED
(i)	Pre-scrutiny, first 18m2					R 0.00	R 0.00	2,267.83	2,608.00		
(ii)	Pre-scrutiny, first 18m2 after the first 18m2					R 0.00	R 0.00	200.00	230.00		
(iii)	Application fee - first 36sqm					R 0.00	R 0.00	2,255.65	2,594.00		
(iv)	Additional - per sqm					R 0.00	R 0.00	252.17	290.00		
(v)	Monthly display fee per m2, upto 36m2 - private property (North)- Single Sided					R 0.00	R 0.00	62.42	72.00	NEW	
(vi)	Additional - per m2 after first 36m2					R 0.00	R 0.00	149.38	172.00	NEW	
(vii)	Monthly display fee per m2, upto 36m2 - private property (North)- Double Sided					R 0.00	R 0.00	125.22	144.00	NEW	
(viii)	Additional - per m2 after first 36m2					R 0.00	R 0.00	300.00	345.00	NEW	
(ix)	Monthly display fee per m2, upto 36m2 - private property (South)- Single Sided					R 0.00	R 0.00	125.22	144.00	NEW	
(x)	Additional - per m2 after first 36m2					R 0.00	R 0.00	212.17	244.00	NEW	
(xi)	Monthly display fee per m2, upto 36m2 - private property (South)- Double Sided					R 0.00	R 0.00	250.43	288.00	NEW	
(xii)	Additional - per m2 after first 36m2					R 0.00	R 0.00	423.48	487.00	NEW	
(xiii)	Annual display fee per m2, upto 36m2 - private property (North)- Single Sided					R 0.00	R 0.00	624.35	718.00	NEW	
(xiv)	Additional - per m2 after first 36m2					R 0.00	R 0.00	711.30	818.00	NEW	
(xv)	Annual display fee per m2, upto 36m2 - private property (North)- Double Sided					R 0.00	R 0.00	1,248.70	1,436.00	NEW	
(xvi)	Additional - per m2 after first 36m2					R 0.00	R 0.00	1,422.61	1,636.00	NEW	
(xvii)	Annual display fee per sqm, upto 36m2 - private property (South)- Single sided					R 0.00	R 0.00	1,248.70	1,436.00	NEW	
(xviii)	Additional - per m2 after first 36m2					R 0.00	R 0.00	1,335.65	1,536.00	NEW	
(xix)	Annual display fee per m2, upto 36m2 - private property (South)- Double sided					R 0.00	R 0.00	2,497.39	2,872.00	NEW	
(xx)	Additional - per m2 after first 36m2					R 0.00	R 0.00	2,671.30	3,072.00	NEW	
(xxi)	Monthly display fee per m2, upto 36m2 - Council property, (North)- Single sided					R 0.00	R 0.00	65.22	75.00	NEW	
(xxii)	Additional - per sqm after first 36m2					R 0.00	R 0.00	152.17	175.00	NEW	

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(cciv)	Monthly display fee per sqm, upto 36m2 - Council property, (North)- Double sided			R 0.00	R 0.00	DELETE	130.43	150.00	NEW
(ccv)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	304.35	350.00	NEW
(ccvi)	Monthly display fee per m2, upto 36m2 - Council property (South)-Single sided			R 0.00	R 0.00	DELETE	126.09	145.00	NEW
(ccvii)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	213.04	245.00	NEW
(ccviii)	Monthly display fee per m2, upto 36m2 - Council property (South)-Double sided			R 0.00	R 0.00	DELETE	250.43	288.00	NEW
(ccix)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	424.35	488.00	NEW
(ccx)	Annual display fee per m2, upto 36m2 - Council property, (North)-Single sided			R 0.00	R 0.00	DELETE	587.61	670.00	NEW
(ccxi)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	582.61	670.00	NEW
(ccxii)	Annual display fee per m2, upto 36m2 - Council property, (North)-Double sided			R 0.00	R 0.00	DELETE	1,165.22	1,340.00	NEW
(ccxiii)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	1,339.13	1,540.00	NEW
(ccxiv)	Annual display fee per m2, upto 36m2 - Council property, (South)-Single sided			R 0.00	R 0.00	DELETE	853.04	981.00	NEW
(ccxv)	Additional-per m2 after first 36m2			R 0.00	R 0.00	DELETE	1,067.83	1,228.00	NEW
(ccxvi)	Annual display fee per m2, upto 36m2 - Council property, (South)-Double sided			R 0.00	R 0.00	DELETE	1,705.22	1,961.00	NEW
(ccxvii)	Additional-per sqm after first 36m2			R 0.00	R 0.00	DELETE	1,879.13	2,161.00	NEW
(cc)	Billboard ( Digital ) : Tariff Excludes Electricity consumption fee. Electricity consumption fee will need to be paid as per electricity tariffs.					DELETE			
(i)	Pre-scriminy, first 18m2			R 0.00	R 0.00	DELETE	4,452.00	5,120.00	NEW
(ii)	Pre-scriminy fee per square metre, after first 18m2			R 0.00	R 0.00	DELETE	392.37	452.00	NEW
(iii)	Application fee - upto 36sqm			R 0.00	R 0.00	DELETE	8,095.65	10,000.00	NEW
(iv)	Monthly display fee per m2, upto 36m2 - private property (North)- Single Sided			R 0.00	R 0.00	DELETE	253.61	291.00	NEW
(v)	Monthly display fee per m2, upto 36m2 - private property (North)- Double Sided			R 0.00	R 0.00	DELETE	362.31	420.00	NEW
(vi)	Monthly display fee per m2, upto 36m2 - private property (South)-Single Sided			R 0.00	R 0.00	DELETE	362.31	420.00	NEW
(vii)	Monthly display fee per m2, upto 36m2 - private property (South)-Double Sided			R 0.00	R 0.00	DELETE	724.63	834.00	NEW
(viii)	Annual display fee per m2, upto 36m2 - private property, (North)-Single Sided			R 0.00	R 0.00	DELETE	3,043.47	3,500.00	NEW
(ix)	Annual display fee per m2, upto 36m2 - private property, (North)-Double Sided			R 0.00	R 0.00	DELETE	4,347.82	5,000.00	NEW
(x)	Annual display fee per m2, upto 36m2 - private property, (South)-Single Sided			R 0.00	R 0.00	DELETE	4,347.82	5,000.00	NEW
(xi)	Annual display fee per m2, upto 36m2 - private property, (South)-Double Sided			R 0.00	R 0.00	DELETE	8,695.65	10,000.00	NEW
(xii)	Monthly display fee per m2, upto 36m2 - Council property, (North)- Single sided			R 0.00	R 0.00	DELETE	253.61	295.00	NEW
(xiii)	Monthly display fee per m2, upto 36m2 - Council property, (North)- Double sided			R 0.00	R 0.00	DELETE	362.31	420.00	NEW
(xiv)	Monthly display fee per m2, upto 36m2 - Council property (South)-Single sided			R 0.00	R 0.00	DELETE	362.31	420.00	NEW
(xv)	Monthly display fee per m2, upto 36m2 - Council property (South)-Double sided			R 0.00	R 0.00	DELETE	724.63	834.00	NEW
(xvi)	Annual display fee per m2, upto 36m2 - Council property, (North)-Single sided			R 0.00	R 0.00	DELETE	3,043.47	3,500.00	NEW
(xvii)	Annual display fee per m2, upto 36m2 - Council property, (North)-Double sided			R 0.00	R 0.00	DELETE	4,347.82	5,000.00	NEW
(xviii)	Annual display fee per m2, upto 36m2 - Council property, (South)-Single sided			R 0.00	R 0.00	DELETE	4,347.82	5,000.00	NEW
(xix)	Annual display fee per m2, upto 36m2 - Council property, (South)-Double sided			R 0.00	R 0.00	DELETE	8,695.65	10,000.00	NEW

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(dd)	BILLBOARDS (Tariff Excludes Electricity consumption fee. Electricity consumption fee will need to be paid as per electricity tariffs)										
	(i) Pre-Scrutiny Fee-Non Illuminated					3,600.00	4,140.00	NEW			NEW
	(ii) Application Fee-Non Illuminated					25,604.35	27,145.00	NEW			NEW
	(iii) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (North) on Council property					343.48	395.00	NEW			NEW
	(iv) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (North) on private property					240.43	276.50	NEW			NEW
	(v) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (North) on Council property					686.96	790.00	NEW			NEW
	(vi) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (North) on private property					490.87	553.00	NEW			NEW
	(vii) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (North) on Council property					28.63	32.92	NEW			NEW
	(viii) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (North) on private property					20.00	23.00	NEW			NEW
	(ix) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (North) on Council property					57.22	65.80	NEW			NEW
	(x) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (North) on private property					40.00	46.00	NEW			NEW
	(xi) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (South) on Council property					655.65	754.00	NEW			NEW
	(xii) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (South) on private property					458.96	527.80	NEW			NEW
	(xiii) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (South) on Council property					1,311.30	1,508.00	NEW			NEW
	(xiv) Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (South) on private property					917.91	1,055.00	NEW			NEW
	(xv) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (South) on Council property					54.61	62.80	NEW			NEW
	(xvi) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided Non-Illuminated (South) on private property					38.23	43.96	NEW			NEW
	(xvii) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (South) on Council property					109.30	125.70	NEW			NEW
	(xviii) Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided Non-Illuminated (South) on private property					76.51	87.99	NEW			NEW
	(xix) Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Non Illuminated on Council property both North & South					667.83	768.00	NEW			NEW
	(xx) Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Non Illuminated on private property both North & South					467.48	537.60	NEW			NEW
	(xxi) Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Non Illuminated on Council property both North & South					55.65	64.00	NEW			NEW
	(xxii) Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Non Illuminated on private property both North & South					38.96	44.80	NEW			NEW
	(xxiii) Pre-Scrutiny Fee(Illuminated)					3,960.00	4,554.00	NEW			NEW
(i)	Application Fee (Illuminated)					25,965.22	29,860.00	NEW			NEW
(ii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on Council property					377.83	434.50	NEW			NEW
(iii)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Single Sided-Illuminated (North) on private property					264.48	304.15	NEW			NEW
(iv)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on Council property					755.65	869.00	NEW			NEW
(v)	Annual Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided-Illuminated (North) on private property					528.96	608.30	NEW			NEW

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS							
(vii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (North) on Council property	31.48	36.20	NEW			
(viii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (North) on private property	22.03	25.34	NEW			
(ix)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (North) on Council property	62.96	72.40	NEW			
(x)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (North) on private property	44.07	50.65	NEW			
(xi)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (South) on Council property	721.22	829.40	NEW			
(xii)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (South) on private property	504.85	580.58	NEW			
(xiii)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (South) on Council property	1,442.43	1,658.80	NEW			
(xiv)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (South) on private property	#VALUE!	11,80.06	NEW			
(xv)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (South) on Council property	60.00	69.00	NEW			
(xvi)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Illuminated (South) on private property	42.00	48.30	NEW			
(xvii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (South) on Council property	120.26	138.30	NEW			
(xviii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Illuminated (South) on private property	84.18	96.81	NEW			
(xix)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Illuminated on Council property	734.61	844.80	NEW			
(xx)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Illuminated on private property	514.23	591.34	NEW			
(xxi)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Illuminated on Council property	61.22	70.40	NEW			
(xxii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> -Illuminated on private property	42.85	49.28	NEW			
(xxiii)	Pre-Security Fee (Digital)	4,356.52	5,010.00	NEW			
(ii)	Application Fee (Digital)	28,561.74	32,846.00	NEW			
(iii)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (North) on Council property	1,086.96	1,250.00	NEW			
(iv)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (North) on private property	760.87	875.00	NEW			
(v)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (North) on Council property	2,179.91	2,500.00	NEW			
(vi)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (North) on private property	1,521.74	1,750.00	NEW			
(vii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (North) on Council property	90.61	104.20	NEW			
(viii)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (North) on private property	63.43	72.94	NEW			
(ix)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (North) on Council property	181.22	208.40	NEW			
(x)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (North) on private property	126.85	145.88	NEW			
(xi)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (South) on Council property	2,173.91	2,500.00	NEW			
(xii)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (South) on private property	1,521.74	1,750.00	NEW			
(xiii)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (South) on Council property	4,347.83	5,000.00	NEW			
(xiv)	Annual Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Double Sided-Digital (South) on private property	3,043.48	3,500.00	NEW			
(xv)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (South) on Council property	181.13	208.36	NEW			
(xvi)	Monthly Display Fee per m <sup>2</sup> upto 36m <sup>2</sup> Single Sided-Digital (South) on private property	126.79	145.81	NEW			

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(xviii)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided -Digital (South) on Council property				362.35	416.70	NEW			
(xix)	Monthly Display Fee per m <sup>2</sup> , upto 36m <sup>2</sup> -Double Sided -Digital (South) on private property				253.64	291.69	NEW			
(xx)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> - Digital on Council property				808.09	929.30	NEW			
(xxi)	Annual Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> - Digital on private property				545.65	650.59	NEW			
(xxii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> - Digital on Council property				67.39	77.50	NEW			
(xxiii)	Monthly Display Fee-Additional Charge Applied per m <sup>2</sup> for Billboard larger than 36m <sup>2</sup> - Digital on private property				47.17	54.25	NEW			
(ee)	Other signs on Council Property									
(i)	Application fee				383.48	441.00		361.74	416.00	
(ii)	Monthly display fee per sign				80.00	92.00		75.65	87.00	
(iii)	Annual display fee per sign				721.74	830.00		680.87	783.00	
(ff)	Penalties									
(i)	For the erection of any sign without approval, per week, Excluding Billboard & Gantry					500.00	NEW	As laid down in the Advertising Bylaws		
(ii)	For the erection of any billboard and Gantry Signage without approval, per week					1,000.00	NEW	As laid down in the Advertising Bylaws		
(i)	For the erection of any sign without approval, per week						DELETE	As laid down in the Advertising Bylaws		
(ii)	For the erection of any billboard without approval, per week						DELETE	As laid down in the Advertising Bylaws		
(iii)	For the erection of posters without approval, per week				62.61	72.00		58.57	68.00	NEW
(iv)	Removal of posters by the municipality, per poster				62.61	72.00		58.26	67.00	
(gg)	Additional									
(i)	Approved Estate Agency Stickers: Per additional sticker, damaged/Lost stickers				95.65	110.00		89.69	100.00	
(h)	Exemption of Tariffs									
(i)	Government Departments (proof must be provided)									NEW
(ii)	Non-Profit Organisations, refundable deposits payable-Provide NPO Certificate									
(iii)	Semi-Private schools 50% of fees applicable, proof must be provided of government funding									
(iv)	NGOs, refundable deposits payable as per NPOs-Provide NGO Certificate									
(v)	Exempted Areas-Applicable as Approved by Council ( 50% of tariff applicable) This exemption excludes Billboard Signage & Gantry Signs						NEW			
B 1	BEACH MANAGEMENT									
	DEPOSIT: In respect of (a), (b), (c) and (d) below, the following deposit is payable by all applicants to safeguard the Municipality against damages. In addition, should damages be in excess of the specified deposit, a recovery of cost + 10% will be claimed from the applicant.									
a)	Beach Entertainment/Promotion									

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWABUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
b)	(i) Approved events (KDCPA & Council per day or part thereof)	3,606.96	4,148.00	3,402.61	3,913.00	
	(ii) Other events (non-Council)	4,765.22	5,480.00	4,495.65	5,170.00	
	Film Shoot					
	(i) Commercial per day or part thereof	4,563.48	5,248.00	4,305.22	4,951.00	
	(ii) Feature film per day or part thereof	2,429.57	2,794.00	2,292.17	2,636.00	
c)	Promotions, per day or part thereof					
d)	Wedding ceremonies					
	(i) Wedding ceremony, only permitted if no closure is required, per day or part thereof	1,600.00	1,840.00	1,508.70	1,735.00	
	(ii) Wedding ceremony and reception, only permitted if no closure is required, per day or part thereof	5,466.09	6,286.00	5,156.52	5,930.00	
	(iii) Wedding reception, only permitted if no closure is required, per day or part thereof					
e)	Approved educational / training events if no closure is required					
f)	Approved religious services if no closure is required					
g)	Sports					
	(i) Sporting events, per day or part thereof	2,580.87	2,968.00	2,434.78	2,800.00	
	(ii) Stopover sporting events, per day or part thereof	1,290.43	1,484.00	1,217.39	1,400.00	
	(iii) Sporting events / team building, per day or part thereof	2,580.87	2,968.00	2,434.78	2,800.00	
	(iii) Refundable deposit in respect of sporting events					
b)	Where temporary closure is required, per day or part thereof	10,921.74	12,560.00	10,326.96	11,876.00	
i)	Any other event not prescribed above, per day or part thereof - a 50% refundable deposit is included in the tariff	2,430.43	2,795.00	2,293.04	2,637.00	
Any reduction of the above tariffs is subject to Council approval and agreement						
B 2 BENCHES						
a)	Erection of memorial benches					
	(i) Cost per bench	2,304.35	2,650.00	2,173.00	2,500.00	NEW
B 3 BUILDING PLANS & SPECIFICATIONS:						
*DISCLAIMER: The following applications are exempt from the payment of scrutiny fees						
1	Applications in respect of any building to be erected by or on behalf of the State. In this context "State" means an "organ of State" as defined in Section 139 of the Constitution. This is interpreted as those institutions which are an intrinsic part of government and those institutions outside the public services which are controlled by the State - ie where the majority of the members of the controlling body are appointed by the State or where the functions of that body and their exercise is prescribed by the State to such extent that it is effectively in control.					
2.	Building Plans for all buildings and structures, including Housing projects managed by the Local Authority, erected for and by the Local Authority. (Plans must be submitted and approved prior to construction.)					
3.	Applications in respect of alterations and/or additions to any building older than 60 years and of special heritage significance subject to the following proviso: The exemption will be applicable for internal alterations and external, including renovations and repairs, where at least two thirds of the heritage fabric is retained as determined by the Municipality's Heritage Resource officials. The exemption will not apply to applications where only the shell of the original building is retained. The exemption will be applicable for additions to existing buildings on condition that the architectural floor area of the additions is less than 25% of the architectural floor area of the original building. The exemption will not apply to applications for new separate buildings on the same Erf.					

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
4. Applications from organisations providing residential facilities to the elderly and homeless children who qualify for rates relief in terms of (s) the criteria mentioned in Item 6.7 of the Rates Policy and; (b) accreditation obtained from the Homeless Agency Committee (HOMAC) as stipulated in the Children's Act No. 38 of 2005. It will be required from the owner of the property on which the building plans is to be submitted to provide sufficient proof that he/she has been relieved from the payment of rates by the City's Revenue Department in terms of (a) or has obtained accreditation from HOMAC in terms of (b)						
5. All Applications required to address/give effect to success full resettlement claims in terms of the Restitution of Land Rights Act, as well as in cases where land has been allocated to a successful claimant, such claimant is allowed to submit only one application (building plan), for residential development only which application(s) will be exempted from building plan fees as per normal fees.						
6. The Planning & Building Development Management may authorize exemption from building plan application tariffs in cases where a building plan decision was set aside in a court of law and is required in terms of a court to be resubmitted to the City for decision, subject there to that it is the same plan as originally submitted.						
No plan shall be deemed lodged unless the appropriate fee has been paid and the application form properly completed.						
a) Upon lodgment thereof or their examination and inspection of the intended work:						
(i) For the first 20 sq.m of floor area (Combined Drainage and Plan Fees.)	1,283.48	1,476.00	1,210.43	1,392.00		
(ii) Thereafter per 20 sq.m	440.00	506.00	414.78	477.00		
b) Sewer plan submitted under separate application	892.17	1,026.00	841.74	968.00		
c) Structural alterations where the floor area is not increased a fee of	R 0.00	R 0.00	R 0.00	R 0.00		
d) Amended Plans/Deviations where the floor area is not increased a fee of	1,283.48	1,476.00	1,210.43	1,392.00		
e) Swimming pools	892.17	1,026.00	841.74	968.00		
f) Minor building works	473.91	545.00	446.96	514.00		
g) Minimum Plan Fees payable in respect of Alterations / Additions except as otherwise specified.	1,283.48	1,476.00	1,210.43	1,392.00		
h) Pre-Scrutiny of Plan						
(i) For the first 20 sq.m of floor area (Combined Drainage and Plan Fees.)	1,160.00	1,334.00	1,093.91	1,258.00		
(ii) Thereafter per 20 sq.m	198.26	228.00	186.96	215.00		
i) Retaining / Boundary wall	892.17	1,026.00	841.74	968.00		
j) Cancellation of plans prior to Approval -The 25% Deduction for Administration cost shall be						
k) Application for Building Plan Approval Extension ( 1 month prior to expiry)	811.30	933.00	765.00	900.00		NEW
l) Revalidation of Expired Plans ( 1 day post expiry)			Full Fees Payable	Full Fees Payable		
m) Application for Demolitions Permit	826.96	951.00	780.00	897.00		NEW
n) Department of Human Settlements: Subsidised Housing -The % Discount of the full payable fee shall be						
For any addition and alteration to an existing building where the additional area is:-						
(i) 0 to 36 m2 - The % Discount on the Payable Fee shall be	100%	100%	100%	100%		
(ii) 37 to 74 m2 - The % Discount on the Payable Fee shall be	50%	50%	50%	50%		
(iii) 75 to 100 m2 - The % Discount on the Payable Fee shall be	25%	25%	25%	25%		
(iv) 101m2 plus - The % Discount on the Payable Fee shall be	0%	0%	0%	0%		
Land Reform projects -The % Discount of the full payable fee shall be	100%	100%	100%	100%		
For any addition and alteration to an existing building where the additional area is:-						



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	(i) 0 to 36 m <sup>2</sup> - The % Discount on the Payable Fee shall be	100%	100%	100%	100%	
	(ii) 37 to 74 m <sup>2</sup> - The % Discount on the Payable Fee shall be	50%	50%	50%	50%	
	(iii) 75 to 100 m <sup>2</sup> - The % Discount on the Payable Fee shall be	25%	25%	25%	25%	
	(iv) 101m <sup>2</sup> plus - The % Discount on the Payable Fee shall be	0%	0%	0%	0%	
p)	LED/KDM: Projects	No charge	No charge	No charge	No charge	No charge
q)	Any Place of Worship where permission has been granted for public assembly and where buildings are used for worship purposes	Amount	No charge	Amount	No charge	No charge
	(i) 50% exemption will be granted subject to the discretion of council.		No charge	No charge	No charge	No charge
	(ii) 100% exemption will be granted subject to the discretion of council.		No charge	No charge	No charge	No charge
r)	Non profit Organisation	No charge	No charge	No charge	No charge	
s)	Public / Government Schools	No charge	No charge	No charge	No charge	
t)	Factories / Warehouses,					
	(i) for the 1st 20m <sup>2</sup> of floor area-	1,283.48	1,476.00	1,210.43	1,392.00	
	(ii) Thereafter per m <sup>2</sup>	23.48	27.00	21.74	25.00	
u)	Re-inspection fees:	364.35	419.00	343.48	395.00	
v)	Search Fee : Building Plan	71.30	82.00	66.96	77.00	
w)	Research Fee : Engineering Services	197.39	227.00	186.09	214.00	
x)	Copy of Plans/Paper copies					
	(i) A4 copy	4.35	5.00	3.48	4.00	
	(ii) A3 copy	7.83	9.00	6.96	8.00	
	(iii) A2 copy	43.48	50.00	40.87	47.00	
	(iv) A1 copy	65.22	75.00	60.87	70.00	
	(v) A0 copy	116.52	134.00	109.57	126.00	
y)	Plumbers Annual Registration fee	206.09	237.00	194.78	224.00	
z)	Rental of hoarding, sidewalk-parking bay, per sqm per week	930.43	1,070.00	876.52	1,008.00	
aa)	Early commencement request for minor building works and swimming pool, retaining wall and boundary wall	872.17	1,003.00	822.61	946.00	
bb)	Early commencement					
	(i) Request for Minor building works, domestic swimming pool, retaining wall and boundary wall - less than 1.8 metres in height.	975.65	1,122.00	919.94	1,058.00	NEW
	(ii) Request per square metre, other building works.	13.04	15.00	12.17	14.00	
	(iii) Request for earthworks (per m <sup>2</sup> ).	10.43	12.00	9.82	12.00	NEW
cc)	Early Commencement Penalty: An additional 50% to the normal fee will be imposed as a penalty to all applications received post the commencement of construction.					NEW
dd)	Mass Applications: Radio, Cellular and Television	3,259.13	3,748.00	3,074.00	3,256.00	NEW
ee)	Waiver of tariffs: Building plan fees for Human Settlements projects, social amenities or related developments may be waived in terms of Council's relevant approved policy	R0.00	R0.00	R0.00	R0.00	
B4	OCCUPATION CERTIFICATES					NEW

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	2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)
a) Request for an Occupancy Certificate <i>Where an application for Occupancy Certificate is lodged for: (a) an existing building where such certificate was not issued on completion of building works and prior to occupancy; (b) all buildings that lodge applications 9 months and more after the buildings had been deemed completed by Council and/or occupied. In these instances, an "As Built Plan" is required in both circumstances.</i>	1,271.30	1,462.00		1,200.00	1,380.00
b) Application for a Temporary Occupation Certificate					
(i) Unit per Temporary structure : Application for permission to occupy a building before issuing the certificate of occupancy	1,017.39	1,170.00		960.00	1,104.00
(ii) Minimum fee per square metre: Application for permission to occupy building early prior to issuing of O/C. This fee is only applicable to additional deviations / As Built applications	12.17	14.00		11.45	14.00
c) Tariffs Applicable for Buildings <i>(i) - (iv) The application for permission to occupy a building before issuing the certificate of occupancy</i>					
(i) Buildings from 0m2 to 600m2	1,272.17	1,463.00		1,200.00	1,380.00
(ii) Buildings from 601m2 to 1000m2	1,907.83	2,194.00		1,800.00	2,070.00
(iii) Buildings from 1001m2 to 5000m2	5,724.95	6,583.00		5,400.00	6,210.00
(iv) Buildings from 5001m2 and above	7,532.17	8,777.00		7,200.00	8,280.00
d) Extension of Temporary Occupation - per application : Extension of temporal Occupation can be up to 91 days or at the discretion of the Council	381.74	439.00		360.00	414.00
e) Extension of Validity - per application : For consideration of extending plan validity extensions must be applied for prior to lapse date of the plan.	1,017.39	1,170.00		960.00	1,104.00
* NB - It must be noted that the Kwadukuzi Municipality and all its entities and departments are exempted from the above tariffs as per the Finance Guidelines however, compliance with the National Building Regulations and Standards Act, (Act No. 3 of 1977), is still a requirement.					
B 4 VERGE / PLAN DEPOSITS:					
(a) On approval of a building plan, prior to the commencement of any work, the owner of the site shall pay a verge and plan deposit as follows:					
(i) New dwelling	1,363.48	1,568.00		1,286.09	1,479.00
(ii) Swimming pool	1,363.48	1,568.00		1,286.09	1,479.00
(iii) For alterations, additions	1,363.48	1,568.00		1,286.09	1,479.00
(iv) Multi Units (town houses)	11,581.74	13,319.00		10,926.09	12,565.00
(v) Boundary/retaining walls	1,163.48	1,338.00		1,097.39	1,262.00
The % deposit refundable shall be	50%	50%		50%	50%
The payment of verge deposits does not apply to properties situated in gated estates					
B 5 BID DOCUMENTS (NON REFUNDABLE)					
a) Technical tenders					
(i) Projects in the value between R200 000 to R2 000 000	265.22	305.00		250.00	280.00

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b)	(ii)	Projects in the value between R2 000 000 to R10 000 000		530.43	610.00		500.00	575.00	
	(iii)	Projects over R10 000 000		930.43	1,070.00		877.19	1,009.00	
	Non-technical tenders								
	(i)	Projects in the value between R200 000 to R2 000 000		116.52	134.00		109.64	127.00	
c)	(ii)	Projects in the value between R2 000 000 to R10 000 000		186.09	214.00		175.43	202.00	
	(iii)	Projects over R10 000 000		302.61	348.00		285.08	330.00	
	Other - closed quotations								
	(i)	Projects in the value between R30 000 to R250 000		19.13	22.00		17.54	21.00	
<b>B 6 BUSINESS LICENSES, INFORMAL TRADING AND FILMING TARIFFS</b>									
<b>OF CHARGES</b>									
u)	Sale or supply of meals or perishable foodstuffs as per Item 1 of Schedule 1 of Act 71 of 1991								
	(i)	Business Licence Application for Restaurants, takeaways, butcher shops of any food outlet							NEW
	(aa)	Application Fee	460.87	530.00			435.00	500.00	
	(bb)	Licence Issue Fee (upon approval)	322.61	371.00			304.00	350.00	
(b)	(cc)	Renewal Application Fee	922.61	371.00			304.00	350.00	
	(dd)	Licence Issue Fee (Renewal)	209.57	241.00			198.00	228.00	
	Provision of Health Facility or entertainment as per Item 2 of Schedule 1 of Act 71 of 1991								
	(i)	Business Licence Application for Restaurants, nightclubs, massage parlours, cinemas, funeral parlours (mortuary) or any other entertainment facility.							NEW
(c)	(aa)	Application Fee	1,382.61	1,590.00			1,304.00	1,500.00	
	(bb)	Licence Issue Fee (upon approval)	460.87	530.00			435.00	500.00	
	(cc)	Renewal Application Fee	737.39	848.00			696.00	800.00	
	(dd)	Licence Issue Fee (Renewal)	368.70	424.00			348.00	400.00	
(d)	Sale or supply of meals or perishable foodstuffs as per Item 3 of Schedule 1 of Act 71 of 1991								
	(i)	Business Licence Application for food vending or hawking facilities.							NEW
	(aa)	Application Fee	368.70	424.00			348.00	400.00	
	(bb)	Licence Issue Fee (upon approval)	276.52	318.00			261.00	300.00	
(d)	(cc)	Renewal Application Fee	230.43	265.00			217.00	250.00	
	(dd)	Licence Issue Fee (Renewal)	269.57	241.00			198.00	228.00	
	Sale or supply of meals and liquor for consumption on and off premises as per the Liquor Act 6 of 2010								
	(i)	Business Licence Application for Restaurants, accommodation, club, nightclub, gaming premises, sports ground, pub, taverns, theatre and special events							NEW
(d)	(aa)	Application Fee	691.30	795.00			652.00	750.00	
	(bb)	Licence Issue Fee (upon approval)	368.70	424.00			348.00	400.00	
	(cc)	Renewal Application Fee	460.87	530.00			435.00	500.00	
	(dd)	Licence Issue Fee (Renewal)							

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	(dd) Licence Issue Fee(Renewal)	276.52	318.00	261.00	300.00	
(e) Accommodation Establishment						NEW
	(f) Business Licence Application for guest houses, Bed and Breakfast, Lodges and Hotels					
	(aa) Application Fee	460.87	530.00	435.00	500.00	
	(bb) Licence Issue Fee(upon approval)	322.61	371.00	304.00	350.00	
	(cc) Renewal Application Fee	322.61	371.00	304.00	350.00	
	(dd) Licence Issue Fee(Renewal)	209.57	241.00	198.00	228.00	
(f) Issuing of duplicate licences						NEW
	(i) Food Licence, entertainment licence and hawkers					
	(aa) Issue of Duplicate Licence	184.35	212.00	174.00	200.00	
(g) Amendment of Licence Issued						NEW
	(i) Food Licence, entertainment licence and hawkers					
	(aa) Amendment of Licence	460.87	530.00	435.00	500.00	
(h) Amendment of Condition of Licence						NEW
	(i) Food Licence, entertainment licence and hawkers					
	(aa) Amendment of Condition of Licence	184.35	212.00	174.00	200.00	
(i) Re-inspection of food premises for the removal of a prohibition						NEW
	(i) Food Licence, entertainment licence and hawkers					
	(aa) Re-Inspection Fee	460.87	530.00	435.00	500.00	
(j) Transfer of food licence or business ownership						NEW
	(i) Food Licence, entertainment licence and hawkers					
	(aa) Transfer Fee	460.87	530.00	435.00	500.00	
(k) Special Events/Seasonal Licence						NEW
	(i) Special Events/Seasonal Licence					
	(aa) Application Fee	460.87	530.00	435.00	500.00	
	(bb) Special Events/ Seasonal Licence Issue	322.61	371.00	304.00	350.00	
(l) Flea Market Trading ( month and annual)						
	(a) Per day Fee	138.26	159.00			NEW
(m) Informal Trading Permits						NEW
	(aa) Application Fee	195.65	225.00	184.35	212.00	
	(bb) Renewal Fee	195.65	225.00	184.35	212.00	
(n) Informal Traders with Facilities/Shelters						

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	(aa) Application Fee	226.09	260.00			NEW
	(bb) Renewal Fee	226.09	260.00			NEW
(o)	Container (6m) operated on Council Property					
	(aa) Annual Rental Fee	1,043.48	1,200.00			NEW
(p)	Maandube Trading Stalls					
	(aa) Rental Fee per month	130.43	150.00			NEW
(q)	Grootville Market					
	(aa) Rental Fee per month	217.39	250.00			NEW
(r)	Shakashadi Business Hive					
	(aa) Rental Fee per month	217.39	250.00			NEW
(s)	Informal Trading - Food Vending Trailers on Council Land					
	(aa) Annual Rental Fee	652.17	750.00			NEW
	(bb) Application Fee	434.78	500.00			NEW
	(cc) Licence Issue Fee (upon approval)	304.35	350.00			NEW
(t)	Financing and Photography Permits					NEW
	Tier 1 (aa) Application Fee	691.30	795.00	652.17		750.00
	(bb) Micro Shoot 1-5 vehicles and/or less than 8 people					
	(cc) Small scale shoot 4-6 vehicles and/or 9 people					
	(dd) No road closure involved					
	(ee) Minimum noise and/or lighting involved					
	(ff) Shoot lasts less than 24hrs					
	Tier 2 (aa) Application Fee	921.74	1,050.00	869.56		1,000.00
	(bb) Medium shoot size 7 - 15 vehicles and/or 16 - 30 people					
	(cc) Partial Road Closure					
	(dd) Shoots last for 24hrs - 48hrs					
	(ee) Moderate noise and/or lighting will be generated					
Tier 3	(aa) Application Fee	1,381.61	1,590.00	1,305.35		1,500.00
	(bb) Large shoot 16 - 30 vehicles and 31 - 60 people					
	(cc) Very large shoot more than 31 vehicles and 60 people					
	(dd) Full Road Closure and/or modification of road involved					
	(ee) Special effects and/or stunts involved					
	(ff) Shoots occur between 22:00 to 06:00 (extension of hours)					
	(gg) Shoots last more than 48hrs					
	(hh) High degree of noise and lighting will be generated					
	(ii) Structures and/or sets will be generated					
	(iii) Landform modification and/or vegetation removal is required					

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(u)	Cancellation Fees (7 Days before the event)	460.97	530.00	435.00	500.00	NEW
<b>C 1 CEMETERY</b>						
(a)	Single interment of :-					
(i)	An adult	1,080.00	1,242.00	1,019.13	1,172.00	
(ii)	A child up to the age of ten (10) years	379.13	436.00	357.39	411.00	
(b)	An indigent burial fee, applicable only if the following are completed with:	106.56	123.00	100.87	116.00	
(i)	The grave is dug and filled by the applicant or his agent					
(ii)	The grave is dug within the demarcated indigent area.					
(iii)	The correct depth is supervised by the Council's official or Agent					
(iv)	The deceased is certified by a Councilor or					
(v)	Development Committee Member as a Local Resident					
(vi)	The deceased must be a permanent resident of Kwadukuza Municipality for at least six months					
(c)	For permission to erect a tombstone on an occupied grave	217.39	250.00	205.22	236.00	
(d)	Provision of extra depth for second interment	541.74	623.00	511.30	588.00	
(e)	Reservation of a grave (non-refundable)	1,153.91	1,327.00	1,088.70	1,252.00	
(f)	For the burial of ashes in an existing grave	204.35	235.00	193.04	222.00	
(g)	For interment's on Saturday, Sunday or outside normal working hours on additional	410.43	472.00	386.96	445.00	
(h)	Wall of remembrance cubicle	1,014.78	1,167.00	957.39	1,101.00	
(i)	The digging of a grave previously paid for					
(j)	Plaque	276.52	318.00	260.87	300.00	
(k)	Exhumation of bodies	1,352.17	1,555.00	1,275.65	1,467.00	
(l)	Self dug grave					
(i)	Adult	543.48	625.00	513.04	590.00	
(ii)	Child up to 10 years	204.55	235.00	193.04	222.00	
(m)	A premium of 200% in respect of all the above mentioned tariffs, excluding (b), will be levied on non-residents of Kwadukuza Municipality					
(n)	Back filling (Weekends only)					
(i)	Adult	543.48	625.00	513.04	590.00	
(ii)	Child up to 10 years	272.17	313.00	256.52	295.00	
<b>C 2 CREMATORIUM</b>						
(a)	Cremation fee :					
(i)	Adult: without casket	753.04	866.00	710.45	817.00	
(ii)	Adult: with casket/polished (provided that the lid of the casket is excluded and non-wooden handles removed)	1,148.70	1,321.00	1,083.48	1,246.00	
(i)	Child up to 10 years: without casket	548.70	631.00	517.39	595.00	
(ii)	Child up to 10 years: with casket/polished (provided that the lid of the casket is excluded and non-wooden handles are removed)	817.39	940.00	771.30	887.00	

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(b)	(iii)	Additional fees (Over weekend & public holiday to all)		192.17	221.00		180.87	208.00	
	(b)	Cremation fee - indigent:							
	(i)	Adult: without casket		286.96	330.00		270.43	311.00	
	(a)	Child up to 10 years: without casket		97.39	112.00		92.17	106.00	
		An indigent cremation fee will be applicable only if the following are completed with:							
	(i)	Cremations must be without caskets.							
	(ii)	A request, approved by the Ward Councillor, must be submitted to the cemetery section.							
	(iii)	A death certificate or burial order must be submitted.							
(c)		A premium of 100% in respect of the above mentioned tariffs shall be levied on non-residents of Kwa-Dukuza Municipality							
C 3		CERTIFICATE IN TERMS OF SECTION 265 OF ORDINANCE 25/1974:		10.00	11.50		10.00	11.50	
C 4		COPIES							
(a)		Any copies of documents, including copies of accounts rendered in respect of any service rendered by the Council, per A4 page, with the exception of C5 and C6 below		3.00	3.45		3.00	3.45	
C 5		COPY OF BUDGET		300.00	345.00		300.00	345.00	
C 6		COPY OF AUDITED FINANCIAL STATEMENTS		200.00	230.00		200.00	230.00	
		Electronic copies of the Budget and Audited Financial Statements may be downloaded by the applicant from the municipality's website, www.kwadukuza.gov.za, at no cost.							
D 1		DEVELOPER'S CONTRIBUTION							
(a)		Roads							
	(i)	All new developments with more than 4 units are required to contribute towards a Roads Master Plan Fund as follows:							
		(aa) for the first ten (10) units: per unit		1,986.09	2,284.00		1,873.91	2,155.00	
		(bb) 11 to 50 units: additional per unit >10		1,301.74	1,497.00		1,227.83	1,412.00	
		(cc) 51 units and more: additional per unit >50		797.59	917.00		752.17	865.00	
(b)		Housing related waivers where KwaDukuza Municipality is the developer of projects funded by the Department of Human Settlements							
	(i)	% waiver of developers' contribution in respect of the following types of housing schemes:							
	(aa)	Low Income Housing		100%	100%		100%	100%	
	(bb)	Community Residential Unit (CRU)		100%	100%		100%	100%	
	(cc)	Social Housing		100%	100%		100%	100%	
	(dd)	Affordable Housing (FLISP)		50%	50%		50%	50%	

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS										2018/19 (EXCL VAT)				
D 2 DISHONOURD NEGOTIABLE INSTRUMENT														
(a)	A penalty charged if a cheque is dishonoured by the bank										121.74	146.00	100.88	116.00
D 3 DUPLICATE RECEIPTS														
(a)	Per receipt										4.35	5.00	5.00	5.75
E 1 ENCROACHMENT FEES (ANNUAL FEES)														
(Subject to Council approval and encroachment agreement)														
(a)	Fixed tariff irrespective of area, per annum													
(i)	Free standing house										2,013.91	2,316.00	1,900.00	2,185.00
(ii)	Block of residential flats										2,591.50	2,980.00	2,443.48	2,810.00
(iii)	Non-residential										4,314.78	4,962.00	4,070.43	4,681.00
(b)	Buildings, per square metre or part thereof													
(c)	Verandah or other posts, per post													
(d)	Balcony with communicating doors:													
(i)	First floor, per sqm or part thereof													
(ii)	Second floor or higher, per sqm or part thereof													
(e)	Before a permit for a verandah, balcony or pavement opening is granted, the kerbing and channelling and the paving of the footway in front of the building concerned shall be completed, the fee will be cost plus 10% provided that before work is commenced, a deposit equal to the estimated cost plus 10% is deposited with the Chief Financial Officer													
F 1 FACSIMILE OF ANY DOCUMENT														
(a)	Outgoing calls: per document/page										6.56	8.00	7.00	8.05
(b)	Incoming : per document/page										5.22	6.00	5.00	5.75
F 2 FIRE AND RESCUE CHARGES														
F 2.1 CALL OUT CHARGES														
(a)	Call out charges per hour or portion thereof for manpower, vehicles, equipment, material, water and traveling										Cost plus 15% + VAT	Cost plus 15% + VAT	Cost plus 15% + VAT	Cost plus 15% + VAT
(b)	For services rendered outside the Municipality boundaries the charges shall be as follows:-													
(i)	Fire fighting and lifesaving operations, per hour													
(ii)	Traveling costs: Fire tenders, per kilometer or part thereof													
(iii)	Call out charges per hour or portion thereof for manpower, vehicles, equipment, material, water and traveling										Cost + 50% + VAT	Cost + 50% + VAT	Cost + 50% + VAT	Cost + 50% + VAT
(iv)	Subsidised vehicles: The rate per km as paid by Council plus 10%										Cost plus 10% + VAT	Cost plus 10% + VAT	Cost plus 10% + VAT	Cost plus 10% + VAT
F 2.2 ATTENDANCE CHARGES														
(a)	Attendance for the inspection by the Chief Fire Officer or his/her delegated authority to conduct an inspection at an Event, Public gatherings in order to ensure compliance with safety requirements prior to granting approval										1,687.83	1,941.00	1,592.54	1,831.42



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(b)	For the attendance of a member or members of Fire & Emergency Services to perform fire protection duties and/or any other associated duty or duties at a place used for any Event or Public gathering.	R500.00 deposit + cost + 10% VAT	R500.00 deposit upfront + cost + 10% + VAT		R500.00 deposit + cost + 10% VAT	R500.00 deposit upfront + cost + 10% + VAT	
(c)	For the attendance of a member or members of Fire & Emergency Services to perform fire protection duties and/or any other associated duty or duties at a place used for any controlled burning.	R500.00 deposit + cost + 10% VAT	R500.00 deposit upfront + cost + 10% + VAT		R500.00 deposit + cost + 10% VAT	R500.00 deposit upfront + cost + 10% + VAT	
(d)	Use of chemicals						
(e)	To provide any of the services listed in section F 2.2 above outside the Municipal Area	R1 000.00 deposit + cost + 10% VAT	R1 000.00 deposit upfront + cost + 10% + VAT		R1 000.00 deposit + cost + 10% VAT	R1 000.00 deposit upfront + cost + 10% + VAT	
<b>F 2.3 FLAMMABLE LIQUIDS AND GAS CHARGES</b>							
(a)	(i) Application & Issuing of certificate of registration - premises	1,217.39	1,400.00		1,147.83	1,320.00	
	(ii) Application & Issuing of certificate of registration - vehicle	1,217.39	1,400.00		1,147.83	1,320.00	
	(iii) Application & Issuing of transfer of certificate of registration	674.79	776.00		636.52	732.00	
	(iv) Annual renewal of certificate of registration	1,217.39	1,400.00		1,147.83	1,320.00	
<b>F 2.4 FIRE PREVENTION CHARGES</b>							
(a)	Submissions of Plans and Issuing of Fire Prevention Documents for						
	(i) L.P.G storage & distribution - not exceeding 500 litres	2,769.57	3,185.00		2,613.04	3,005.00	
	(ii) LPG Storage sites - not exceeding 500 litres						
	(iii) LPG Storage & distribution sites exceeding 500 litres.	4,118.26	4,736.00		3,885.22	4,468.00	
	(iv) Fuel distribution sites - not exceeding 1,500 litres	3,370.43	3,876.00		3,180.00	3,657.00	
	(v) Fuel storage sites not exceeding 1,500 litres	3,370.43	3,876.00		3,180.00	3,657.00	
	(vi) Bulk fuel storage/distribution sites	10,866.09	12,496.00		10,251.50	11,789.00	
	(vii) Nitrogen/Hydrogen storage tanks not exceeding 5,000 litres	4,872.17	5,603.00		4,596.52	5,286.00	
	(viii) Nitrogen/Hydrogen storage tanks exceeding 5,000 litres	7,583.48	8,721.00		7,153.91	8,227.00	
	(ix) Dry cleaning rooms	2,523.48	2,902.00		2,380.87	2,738.00	
	(x) Spraying rooms	3,249.57	3,737.00		3,065.22	3,525.00	
	(xi) Fuel pipeline						
	(xii) Ventilation systems						
(b)	Issuing of Fire Prevention Documents						
	(i) Issuing a report on the condition of a premises following an inspection						
	(ii) Issuing a certificate of fire compliance - valid for one year						
(c)	Fireworks and Explosive Charges						
	(i) Application for fireworks display	913.04	1,050.00		860.87	990.00	
	(ii) Application and certificate for the storage of fireworks- less than 500 kg. per inspection	1,669.57	1,920.00		1,574.78	1,811.00	
	(iii) Application and certificate for the storage of fireworks- more than 500 kg. per inspection	4,383.48	5,041.00		4,135.65	4,756.00	
<b>F 2.5 MISCELLANEOUS CHARGES</b>							

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(a)	Application to perform a controlled fire burn within the municipal boundaries - non agricultural						
(b)	Rental of space on a council high site for radio repeater, telemetry system, radio paging system, or any other equipment, per month	1,591.30	1,830.00		1,530.43	1,760.00	
(c)	Escort by the Fire and Emergency Services of an abnormal load by road or rail transport through the Municipal area						
(d)	Written report pertaining to any emergency incident attended to by Fire Department personnel	465.22	535.00		446.96	514.00	
(e)	Performing any of the duties in section F 2.5 outside the Municipal boundary	Applicable deposit + cost + 50% + VAT	Applicable deposit + cost + 50% + VAT		Applicable deposit + cost + 50% + VAT	Applicable deposit + cost + 50% + VAT	
(f)	Population Certificate, 30 minutes or part thereof - Where premises are required to have a population certification, the account is to be rendered to the premises owner with a clear indication of the service received : NB: It is compulsory for all night clubs to be in possession of a population certificate.	Cost plus 10%	Cost plus 10%		Cost plus 10%	Cost plus 10%	
(g)	Evacuation	669.57	770.00		643.48	740.00	
(h)	Offsite Fire Awareness Presentation	669.57	770.00		643.48	740.00	
<b>F 2.6 GENERAL NOTES AND CONDITIONS OF BILLING</b>							
(a)	General notes:						
(i)	All certificates issued are valid for a period of one (1) year unless otherwise indicated.						
(ii)	Hazardous materials are grouped as per the definitions given in the Hazardous Substances Act, 1973.						
(b)	Conditions of billing:						
	The following persons shall be jointly and severally liable to the Municipality for the charges payable in terms of this section:						
(i)	The owners of all property damaged or destroyed or under threat of damage or destruction by the fire, accident or other mishap in respect of which the service is rendered or the materials are supplied.						
(ii)	The owners, or their representatives, requesting or requiring a service from the Municipality.						
(iii)	Any person whose wrongful act or omission was the direct or indirect cause of the circumstances which made the rendering of the service necessary in the opinion of the chief of the fire section or any person acting with his authority.						
(iv)	The person responsible for whose alarm system was responsible for the summoning of the Fire Department where, in the opinion of the chief of the fire section, such summoning was unwarranted, or there was no reasonable justification therefore.						
	Services rendered by the Fire Department in terms of this section shall be subject to the following conditions:						
(i)	In assessing the charges for services rendered in terms of this section, the period shall be calculated from the time of departure from the fire station up to the time of return to the fire station, due allowance being made for:-						

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	Breakdown or mishap on route, excluding traffic congestion, time occupied by relief personnel in transit; provided that where the fireman or appliance concerned does not for any reason unconnected with the service, return directly to the fire station, the period of assessing the charge shall be calculated up to the time of departure from the site of the service and 15 minutes shall be added.						
	All deposits are non-refundable, however the amount of the deposit will be deducted from the final billable amount.						
<b>G 1.1 GENERAL</b>							
(a)	Interest/administration on arrear accounts:						
(i)	Interest charged on all overdue accounts (except rates)	15.5% per annum	15.5% per annum		15.5% per annum	15.5% per annum	
(ii)	Administration charge in respect of arrear rates	10%	10%		10%	10%	
(iii)	Interest in respect of arrear rates accounts	15.5% per annum	15.5% per annum		15.5% per annum	15.5% per annum	
(iv)	Interest charges on under/over collection of rates in terms of Section 55 (2) of the Municipal Property Rates Act	As per Chapter 9 of the Municipal Property Rates Regulations read with Section 22 of the Local Government Municipal Amendment Act	As per Chapter 9 of the Municipal Property Rates Regulations read with Section 22 of the Local Government Municipal Amendment Act		As per Chapter 9 of the Municipal Property Rates Regulations read with Section 22 of the Local Government Municipal Amendment Act	As per Chapter 9 of the Municipal Property Rates Regulations read with Section 22 of the Local Government Municipal Amendment Act	
(b)	Protection duties at functions and gatherings	Cost plus 10%	Cost plus 10% + VAT		Cost plus 10%	Cost plus 10% + VAT	
<b>G 1.2 GENERAL RECOVERY CHARGES</b>							
Recovery charges for outstanding accounts for which administration charges have not been charged:							
a)	Normal letter or fax	4.35	5.00		19.13	22.00	
b)	Registered letter	26.08	30.00		55.65	64.00	
c)	Telephone calls						
(i)	Local calls (<100km) per call	19.13	22.00		19.13	22.00	
(ii)	National calls (>100km) per call	31.30	36.00		31.30	36.00	
d)	E-mail, per e-mail	19.13	22.00		19.13	22.00	
e)	Short messaging services (SMS), per SMS	Cost plus 10%	Cost plus 10% + VAT		Cost plus 10%	Cost plus 10% + VAT	
f)	Multi-media messaging services (MMS), per MMS	Cost plus 10%	Cost plus 10% + VAT		Cost plus 10%	Cost plus 10% + VAT	
<b>H 1 HIRING OUT OF GROUP ACTIVITIES ROOMS - LIBRARIES, AND L.E.D. BOARDROOM</b>							

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	When reservations are made, applicants shall pay a deposit of R200.00 which is refundable after the event (after a deduction has been made for breakages etc.)	No charge	No charge		No charge	No charge	
(a)	Use for the promotion of culture (Book discussions, art evaluations, musical evenings and similar activities)						
(b)	Use for any other purpose (excluding parties, discos and other similar functions of a purely social nature) : commercial & other undertakings						
	(i) Evening sessions	360.00	414.00	NEW	306.00	352.00	
	(ii) Morning sessions	R 0.00	R 0.00	DELETE	186.00	214.00	
	(iii) Afternoon sessions	R 0.00	R 0.00	DELETE	186.00	214.00	
	(iv) Day time session	197.30	227.00	NEW			
	(v) Evening sessions later than 21h00, a charge per hour or part thereof	81.74	94.00		76.52	88.00	
	(vi) One hour or less, other than (iv) above	81.74	94.00		76.52	88.00	
	(vii) One to four hours						
(c)	Religious services and charitable institutions: per session	186.96	215.00		176.52	203.00	
	Provided a session shall not at any time exceed four hours thereafter the charge shall be R40.00 per hour or part thereof.	R 0.00	R 0.00		R 0.00	R 0.00	
	(i) One hour or less	50.43	58.00		47.83	55.00	
(d)	(i) Morning session shall mean between the hours 08:00 and 12:00	R 0.00	R 0.00	DELETE			
	(ii) Afternoon sessions shall mean between the hours 13:00 and 17:00	R 0.00	R 0.00	DELETE			
	(iii) Day time session 08h00 to 17h00	200.00	230.00	NEW			
	(iv) Evening sessions shall mean between the hours 17:00 and 21:00 thereafter the charge shall be per hour or part thereof						
(e)	The Municipal Manager or ED: Community Services may at his/her discretion authorise the use of the Library Group Activities Room free of charge for activities by/she considers of a deserving nature or in the interest of the community						
(f)	Application for the hire of Activities Rooms must be made on a prescribed form, and motivation for the exemption from payment must also be made on a prescribed form.						
<b>HIRE OF TOWN HALLS, SUPPER ROOM AND COMMUNITY HALLS/CENTRES</b>							
<b>H 2.1 DEPOSITS</b>							
The following refundable deposits are payable by all applicants to safeguard the Municipality against damages							
	(i) Grade A (Town Hall)						
	(aa) Entertainment for own profit	6,000.00	6,000.00		3,000.00	3,000.00	
	(bb) Social gathering, weddings, parties, etc (use without profit motive)	5,000.00	5,000.00		2,500.00	2,500.00	
	(cc) Cultural/religious activities and other purposes	2,000.00	2,000.00		1,500.00	1,500.00	
	(n) Grade B (Community Halls/Centres and Supper Room)	1,000.00	1,000.00		500.00	500.00	
	(iii) Grade C (Community Support Halls/Centres)	1,000.00	1,000.00		500.00	500.00	
	Deposit for grade B & C increase by 100%						
<b>H 2.2 ENTERTAINMENT FOR OWN PROFIT</b>							

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(i) Grade A (Town Hall)											
	(aa)	Evening per Session					6,962.61	8,007.00	6,644.35	7,641.00	
	(bb)	Daytime per session					5,840.00	6,716.00	5,521.74	6,350.00	
	(cc)	One hour or less					2,156.52	2,480.00	1,838.26	2,114.00	
(ii) Grade B (Community Halls/Centres and Supper Room)											
	(aa)	Evening per Session					1,656.52	1,985.00	1,562.61	1,797.00	
	(bb)	Daytime per session					1,493.04	1,717.00	1,408.70	1,620.00	
	(cc)	One hour or less					453.91	522.00	427.83	492.00	
(iii) Grade C (Community Support Halls/Centres)											
	(aa)	Evening per Session					1,005.22	1,156.00	948.70	1,091.00	
	(bb)	Daytime per session					907.83	1,044.00	856.52	985.00	
	(cc)	One hour or less					276.52	318.00	260.87	308.00	
H 2.3 SOCIAL GATHERINGS, WEDDINGS, PARTIES, ETC (USE WITHOUT PROFIT MOTIVE)											
(i) Grade A (Town Hall)											
	(aa)	Evening per Session					2,573.91	2,960.00	2,254.78	2,593.00	
	(bb)	Daytime per session					2,123.48	2,442.00	1,805.22	2,076.00	
	(cc)	One hour or less					934.78	1,075.00	616.52	709.00	
(ii) Grade B (Community Halls/Centres and Supper Room)											
	(aa)	Evening per Session					753.91	857.00	711.50	818.00	
	(bb)	Daytime per session					608.70	700.00	573.91	660.00	
	(cc)	One hour or less					212.17	244.00	200.00	230.00	
(iii) Grade C (Community Support Halls/Centres)											
	(aa)	Evening per Session					645.22	742.00	608.70	700.00	
	(bb)	Daytime per session					543.48	625.00	513.04	590.00	
	(cc)	One hour or less					175.65	202.00	166.00	191.00	
H 2.4 CULTURAL/RELIGIOUS ACTIVITIES AND OTHER PURPOSES											
(i) Grade A (Town Hall)											
	(aa)	Evening per Session					1,332.17	1,532.00	1,013.91	1,166.00	
	(bb)	Daytime per session					1,114.78	1,282.00	796.52	916.00	
	(cc)	One hour or less					602.61	693.00	284.35	327.00	
(ii) Grade B (Community Halls/Centres and Supper Room)											
	(aa)	Evening per Session					378.26	435.00	356.52	410.00	
	(bb)	Daytime per session					378.26	435.00	356.52	410.00	
	(cc)	One hour or less					106.96	123.00	100.87	116.00	
(iii) Grade C (Community Support Halls/Centres)											
	(aa)	Evening per Session					285.22	328.00	268.70	309.00	
	(bb)	Daytime per session					285.22	328.00	268.70	309.00	
	(cc)	One hour or less					81.74	94.00	76.52	88.00	

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	(iv) Long term use (two day or more than two days & more but maximum 7 days)					
	(aa) Commercial use per session	1,304.35	1,500.00	1,304.00	1,500.00	NEW
	(bb) Religious use per session	695.65	800.00	694.00	800.00	NEW
	(v) Community programmes / upliftment per month	260.87	300.00	174.00	200.00	NEW
<b>H 2.5 PREPARATION TIME/REHEARSALS</b>						
	25% of the applicable tariff					
	The Municipal Manager or ED: Community Services may at his/her discretion authorise the use of a hall free of charge for activities he/she considers of a deserving nature or in the interest of the community.					
	Application for the hire of a hall must be made on a prescribed form, and motivation for the exemption from payment must also be made on a prescribed form.					
<b>H 3 HIRE OF MUNICIPAL SPORTS/PLAYGROUNDS/PARKS/OPEN SPACES</b>						
<b>SPORTS/PLAYGROUNDS</b>						
a)	Charitable organisations (Non -profitable) : Schools, religious, organisations, Child Welfare etc ; Fund raising events : 2 Days & more					
	(i) Basic Charge (Non-Refundable) (Event Day) per day per ground	509.57	596.00	480.37	553.00	
	(ii) Ground Preparation / Restoration Days - per day per ground	230.43	265.00	217.39	250.00	
	(iii) Refundable deposit ( On condition that the ground is maintained in a neat and tidy condition and upon termination of the function the ground be restored to its original conditions)	1,000.00	1,000.00	1,000.00	1,000.00	
b)	Charitable organisations (Non -profitable) : Schools, religious, organisations, Child Welfare etc ; One day event : i.e. Sports, Fun run etc					
	(i) Basic Charge (Non-Refundable) (Event Day) per day per ground	240.87	277.00	236.56	261.00	
	(ii) Refundable deposit ( On condition that the ground is maintained in a neat and tidy condition and upon termination of the function the ground be restored to its original conditions)	1,000.00	1,000.00	1,000.00	1,000.00	
(c)	Profit making organisations / Individuals : Making profit for themselves					
	(i) Basic Charge (Non-Refundable) (Event Day) per day per ground	3,751.30	4,291.00	3,520.00	4,048.00	
	(ii) Ground Preparation / Restoration Days - per day per ground	373.04	429.00	352.17	405.00	
	(iii) Refundable deposit (Proportionate to damages and on condition that the ground is maintained in a neat and tidy condition and upon termination of the function the ground be restored to its original conditions)	5,000.00	5,000.00	5,000.00	5,000.00	
<b>OPEN SPACES/ PARKS</b>						
	Hire fee, per day, for the use of municipal open spaces/vacant lots where any structure or marquee is fixed to the ground					
(a)	Religious organisations or non profit organisations or individuals	230.43	265.00	217.39	250.00	
(b)	Refundable deposit in respect of (a) above	500.00	500.00	500.00	500.00	
(c)	Commercial and other organisations (Events)	2,500.00	2,875.00	3,240.00	3,725.00	

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(d)	Refundable deposit in respect of (c) above			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	
<b>CARAVAN PARK SPACE</b>										
(a)	Hire fee per day for open space			870.00	1,000.00			870.00	1,000.00	NEW
(b)	Refundable deposit in respect of (c) above			2,000.00	2,000.00			2,000.00	2,000.00	NEW
(c)	Hire fee per day for the house with a pool			2,600.00	3,000.00			2,600.00	3,000.00	NEW
(d)	Refundable deposit in respect of (e) above			5,000.00	5,000.00			5,000.00	5,000.00	NEW
(e)	Hire fee per day for the hall			870.00	1,000.00			870.00	1,000.00	NEW
(f)	Refundable deposit in respect of (g) above			2,000.00	2,000.00			2,000.00	2,000.00	NEW
(g)	Hire fee per day for the hall & open space			4,348.00	5,000.00			4,348.00	5,000.00	NEW
(h)	Refundable deposit in respect of (i) above			3,000.00	3,000.00			3,000.00	3,000.00	NEW
(i)	Hire fee per day for the whole facilities (Hall, house & open space)			4,348.00	5,000.00			4,348.00	5,000.00	NEW
(j)	Refundable deposit in respect of (k) above			7,000.00	7,000.00			7,000.00	7,000.00	NEW
<b>H 4 USE OF MUNICIPAL SWIMMING POOL</b>										
(a)	Entrance fees									
(i)	Adult			6.00	7.00			6.00	7.00	
(ii)	Child			2.61	3.00			2.17	2.50	
(b)	Parties/functions									
(i)	Hire fees, per night			R 0.00	R 0.00			R 0.00	R 0.00	
(ii)	Refundable deposit			R 0.00	R 0.00			R 0.00	R 0.00	
(c)	Baptisms									
(i)	Hire fees, per person up to 30 people			5.22	6.00			4.78	5.50	
(ii)	Hire fees, more than 30 people			133.91	154.00			126.00	145.00	
(d)	Monthly fee									
(i)	Per person			120.87	139.00			113.91	131.00	
(ii)	Schools			180.87	208.00			171.30	197.00	
(iii)	Swimming clubs			266.96	307.00			252.17	290.00	
(e)	Annual fee									
(i)	Per person			608.70	700.00			573.91	660.00	
(ii)	Swimming clubs			1,722.61	1,981.00			1,626.09	1,870.00	
(f)	Tuck shop rental									
				As determined by Council	As determined by Council			As determined by Council	As determined by Council	
<b>I 1 IMPOUNDING OF MOTOR VEHICLES</b>										
(a)	Towing of a motor vehicle			Actual cost + 10%	Actual cost + 10% + VAT			Actual cost + 10%	Actual cost + 10% + VAT	
(b)	Pound fees per day (vehicle not exceeding 3 500 kg)			200.00	230.00			200.00	230.00	
(i)	Pound fees per day (vehicle between 3 500 kg and 9 000 kg)			400.00	460.00			400.00	460.00	

L. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
Pound fees - use of breakdown services		R 0.00	R 0.00		R 0.00	R 0.00	
<b>I2 INFORMAL TRADING TARIFFS</b>							
(a) Permits for trading in designated areas as determined by the Municipality, per annum (valid for one year from date of issue)		213.91	246.00		202.61	233.00	
(b) Permits for trading at special events as determined by the Municipality, per day or part thereof		213.91	246.00		202.61	233.00	
(c) Permits for seasonal trading at designated beaches as determined by the Municipality, per annum (valid for one year from date of issue)		213.91	246.00		202.61	233.00	
<b>L1 LIBRARIES</b>							
(a) Membership fee: Non - resident members: payable by borrowers who reside outside the area of jurisdiction of the Municipality							
(i) Adults		40.00	40.00		40.00	40.00	
(ii) Scholars and pre-school		10.00	10.00		10.00	10.00	
(b) Membership cards							
(i) New membership card							
(ii) Replacement of lost membership card		15.00	15.00		15.00	15.00	
(c) Visitors - temporary							
Donatide holiday makers to KwaDukuza who are not ratepayers/residents of the KwaDukuza Municipal area per annum							
(i) A non-refundable deposit of (limited to 1 book at a time)		100.00	100.00		100.00	100.00	
(ii) Aa admin. fee of		15.00	15.00		15.00	15.00	
(d) Fines							
(i) Videos per day		1.00	1.00		1.00	1.00	
(ii) Overdue/Lost books, Art Reproductions and CD's per week (Maximum of R20.00)		1.00	1.00		1.00	1.00	
(iii) Project books and best sellers per day							
(iv) CDs and DVDs per day		1.00	1.00		1.00	1.00	
(e) Photostat Copies							
Library material							
(i) Size A4, per sheet - black		0.50	0.50		0.50	0.50	
(ii) Size A3, per sheet - black		1.00	1.00		1.00	1.00	
(f) Other							
(i) Special requests							
(ii) Internet							
(aa) Search (per 30 minutes)							
(bb) Printing (per page)		1.00	1.00		1.00	1.00	
(cc) Printing (per page) - colour		5.00	5.00		5.00	5.00	
(iii) Printing from PC (per page)		1.00	1.00		1.00	1.00	
(iv) Printing from PC (per page) - colour		5.00	5.00		5.00	5.00	



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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWAZULU MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS		2019/20 (EXCL VAT)	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
P 1	(v) Faxes - per page - within KZN	4.00	4.00	4.00	4.00
	(vi) Faxes - per page - outside KZN	6.00	6.00	6.00	6.00
	(vii) Sale of old books - hard cover	10.00	10.00	10.00	10.00
	(viii) Sale of old books - paper back	5.00	5.00	5.00	5.00
	(ix) Scanning of information (per page)	1.00	1.00	1.00	1.00
	(x) Printing A3 black and white	2.00	2.00	2.00	2.00 NEW
	(xi) Printing A3 page - colour	10.00	10.00	10.00	10.00 NEW
P 1 PARKING FUND CONTRIBUTION					
Calculated as follows:					
Cost per bay = (P x M) + C					
P = Size of parking bay in 23 sqm					
M = Land value (as at application date)					
C = Actual construction cost per bay 23 sqm (Technical Services to provide this information at date of application)					
P 2 PAY PARKING					
(a) Parking Court at Civic Centre					
(i) Staff members of the Kwa-Dukuza Municipality					
(aa) Parking in allocated under cover parking bays for staff members of the Municipality, per month		9.57	11.00	9.57	11.00
(b) Beach Parking Permits: Per permit valid from 1 July to 30 June					
(i) Daily parking permits: per permit (Valid for one day only)		11.30	13.00	11.30	13.00
(ii) Weekly Beach Pay parking permits: per permit (Valid for 7 days only)		33.04	38.00	33.04	38.00
(iii) Annual Beach parking permits: valid from 1 July to 30 June each year		108.70	125.00	108.70	125.00
(iv) Annual Hospitality Beach Pay Parking Permits: For tourist related business valid from 1 July to 30 June each year.		217.39	250.00	217.39	250.00
(c) Parking management systems: per hour or part thereof					
(i) Per hour or part thereof		6.09	7.00	6.09	7.00
(ii) Per half hour		3.04	3.50	3.04	3.50 NEW
(d) Disabled parking discs					
(i) Valid for period of 3 years from date of issue		95.65	110.00	95.65	110.00
P 3 PLOT CLEARING					
(a) Cutting down and removal of tall grass, weeds, undergrowth, etc.					
(i) Per square metre		RL.78 per sqm + 10% + VAT	RL.78 per sqm + 10% + VAT	RL.68 per sqm + 10% + VAT	RL.68 per sqm + 10% + VAT

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS		(EXCL VAT)	(EXCL VAT)	(EXCL VAT)	(INCL VAT)	
(b)	Noxious weeds: as per tariff (a) (i), plus a surcharge of 50%					
<b>R 1 RATES CLEARANCE CERTIFICATES</b>						
(a)	Certificate fee, per certificate - manual	286.09	329.00	270.00	310.50	
(b)	Certificate fee, per certificate - electronic	159.13	183.00	150.00	172.50	
<b>R 2 REFUSE REMOVAL</b>						
Monthly charges for the amount of services deemed necessary by Council						
Number of bags per container :						
	bags	3	240 Litre Poly Cart container			
	bags	10	1 M3 Bulk container			
	bags	36	8 M3 bulk container			
	bags	40	14 M3 Bulk Container			
<b>R 2.1 INCLUDING LIMITED GARDEN REFUSE REMOVAL - applicable to domestic customers only</b>						
Domestic includes dumping surcharge of R12.00						
(i)	1 X Weekly Domestic	167.83	193.00	158.26	182.00	
(ii)	2 X Weekly Domestic/Bed and Breakfast	190.43	219.00	179.13	206.00	
(iii)	Special rate for Gated Estates : 2 X Weekly Domestic/Bed and Breakfast	240.00	276.00	226.09	260.00	
(iv)	Bulk removal by application per Skip - 1 M3 bulk container	382.61	440.00	360.87	415.00	
(v)	Bulk removal by application per Skip - 1.75 M3 bulk container	500.00	575.00	469.57	540.00	
(vi)	Bulk removal by application per Skip - 8 M3 bulk container	1,808.70	2,080.00	1,705.22	1,961.00	
(vii)	Bulk removal by application per Skip - 14 M3 bulk container	3,178.26	3,655.00	2,998.26	3,448.00	
(viii)	Additional refuse charge/s where more than one dwelling exists on a special residential property, per additional dwelling, a further	122.61	141.00	115.65	133.00	
<b>(b) EXCLUDING LIMITED GARDEN REFUSE REMOVAL - commercial customers</b>						
Commercial includes R12.00 dumping surcharge						
(i)	1 X Weekly	222.61	256.00	209.57	241.00	
(ii)	2 X Weekly	260.87	300.00	245.22	282.00	
(iii)	OTTO Bin (Poly Cart) * 2 weekly	780.00	897.00	735.65	846.00	
(iv)	OTTO Bin (Poly Cart) * 3 weekly	914.78	1,052.00	862.61	992.00	
(v)	OTTO Bin (Poly Cart) * 4 weekly	1,093.91	1,258.00	1,031.30	1,186.00	
(vi)	OTTO Bin (Poly Cart) * 5 weekly	1,178.26	1,355.00	1,111.30	1,272.00	

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(v)	Hotels, per number of units per premises as determined by the Ilembe District Municipality from time to time.				306.96	353.00	289.57	333.00	
	6 X Weekly				478.26	550.00	449.57	517.00	
	Otto Bin (Poly Cart) * 6 weekly				1,430.43	1,645.00	1,348.70	1,551.00	
	7 X Weekly				554.78	615.00	504.35	580.00	
	Otto Bin (Poly Cart) * 7 weekly				1,591.30	1,830.00	1,500.87	1,726.00	
(vi)	240 litre Poly Cart container - as per agreement with the municipality				840.87	967.00	793.04	912.00	
	EXCLUDING LIMITED GARDEN REFUSE REMOVAL - applicable to domestic customers only								
	Domestic includes dumping surcharge of R12.00								
	1 X Weekly : Old age Homes				118.26	136.00	111.30	123.00	
	1 X Weekly : Designated areas (Subsidised areas)				118.26	136.00	111.30	123.00	
(vii)	SPECIAL REMOVAL								
	(i) Special removal by application				Cost plus 20%	Cost plus 20% + VAT	Cost plus 20%	Cost plus 20% + VAT	
	(ii) Garden refuse per load.				Cost plus 20%	Cost plus 20% + VAT	Cost plus 20%	Cost plus 20% + VAT	
	(iii) Builders, dry industrial and other.. by agreement				Cost plus 20%	Cost plus 20% + VAT	Cost plus 20%	Cost plus 20% + VAT	
	(iv) Skip - 6 cubic metres, per removal				Cost plus 20%	Cost plus 20% + VAT	Cost plus 20%	Cost plus 20% + VAT	
R 2.2 DEAD ANIMALS					No Charge	No Charge	No Charge	No Charge	
R 2.3 ABANDONED THINGS INCLUSIVE OF VEHICLES.									
R 2.4 STORAGE FOR A PERIOD NOT EXCEEDING FOUR MONTHS - per day	Removal in terms of section 131 of Ordinance 21 of 1966				Actual cost plus 10%	Actual cost plus 10% + VAT	Actual cost plus 10%	Actual cost plus 10% + VAT	
	(a) Use of refuse dump in respect of refuse emanating from property within the Council's area of jurisdiction				Actual cost plus 10%	Actual cost plus 10% + VAT	Actual cost plus 10%	Actual cost plus 10% + VAT	
	(b) Refuse other than that referred to above per cubic metre				212.17	244.00	200.00	230.00	
	- Refuse that referred to one unit per cubic metre								
R 3.1 ROAD TRAFFIC									
(a)	Public Motor Vehicles Fees for the issue of renewal or a permit to use as public motor vehicle stand, public buses including school buses;								
	(i) Buses per annum for each bus				106.09	122.00	100.00	115.00	
	(ii) Taxis per annum				58.26	67.00	55.00	64.00	
	Escort duties for abnormal loads and/or abnormal vehicles per Traffic Officer per hour or part thereof shall be				Actual cost plus 10%	Actual cost plus 10% + VAT	Actual cost plus 10%	Actual cost plus 10% + VAT	
	(c.) Issue of Summonses								
(b)	(i) On behalf of other authorities				50.00	58.00	50.00	57.50	
	(ii) Execution of a warrant				50.00	58.00	50.00	57.50	
	(iii) Non-execution of a warrant				15.00	17.00	15.00	17.25	
	(iv) Execution of a warrant				50.00	58.00	50.00	57.50	
	(v) Non-execution of a warrant				15.00	17.00	15.00	17.25	

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS							
<b>R 3.2 ROAD RACING SPORT AND RELATED ACTIVITIES</b>							
(a) Assurance fee		Cost plus 10%	Cost plus 10% + VAT		Cost plus 10%	Cost plus 10% + VAT	
<b>R 3.3 ROAD REINSTATEMENT AND REPAIRS AS STIPULATED IN MEMORANDUM OF AGREEMENT BETWEEN ILEMBE DISTRICT &amp; KWADUKUZA MUNICIPALITY</b>							NEW
(a) Tarred road		R350 per sqm + 10%	R350 per sqm + 10%		R350 per sqm + 10%	R350 per sqm + 10%	NEW
(b) Kerling		R150 per sqm + 10%	R150 per sqm + 10%		R150 per sqm + 10%	R150 per sqm + 10%	NEW
(c) Concrete pavement		R450 per sqm + 10%	R450 per sqm + 10%		R450 per sqm + 10%	R450 per sqm + 10%	NEW
(d) Reinstatement of driveway (Tarred, paved concrete etc.)		Cost plus 10%	Cost plus 10%		Cost plus 10%	Cost plus 10%	NEW
<b>S 1 BOAT LAUNCHES, PER LAUNCH</b>							
(a) (i) Persons who are not residents or ratepayers of the Municipality		541.74	623.00		512.17	589.00	
(ii) Ratepayers or residents of the Municipality		335.65	386.00		317.39	365.00	
(iii) Members of licensed launch clubs in Kwadukuza		133.91	154.00		126.96	146.00	
(b) Temporary Permits							
(i) 7 Days or part thereof		127.83	147.00		120.87	138.00	
<b>S 2 SEARCH FEE</b>							
(a) Search fee for the inspection of any document, other than the minutes of the council, which in the opinion of the Municipal Manager may be released, per document		37.39	43.00		35.09	40.25	
(b) Copy of accounts, per document		37.39	43.00		35.09	41.00	
(c) Search fee not covered		37.39	43.00		35.09	41.00	
(d) Surveillance footage (Per Disc)		186.09	214.00		175.44	202.00	
<b>S 3 SERVICES IN RESPECT OF WORK NOT PROVIDED FOR:</b>							
Any work undertaken or tariffs for which no specific provision exists in the Tariff of Charges		Cost plus 10%	Cost plus 10% + VAT		Cost plus 10%	Cost plus 10% + VAT	
<b>NOTE:</b>							
The Chief Financial Officer shall have the right to require payment in advance of any amount estimated to be the cost of the service of work, provided that when the final cost is known, any shortfall shall be recovered by the Chief Financial Officer, or any amount by which the sum deposited exceeds the final cost shall be refunded.							
<b>T 1 TOWN PLANNING (A)</b>							
(a) (i) Town Planning Scheme Documents - Electric Copy		1,456.52	1,675.00		1,373.91	1,580.00	
(ii) Town Planning Scheme Documents - Hardcopy		1,820.00	2,093.00		1,717.39	1,975.00	
(iii) DFA Judgements (per judgement) - Electronic Copy		63.48	73.00		60.00	69.00	NEW
(iv) DFA Judgements (per judgement) - Hardcopy		106.00	122.00		100.00	115.00	NEW
(b) Town Planning Scheme maps, per Sheet A-O (Colour)		303.48	349.00		286.96	330.00	

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
	(i) A1 (Colour)	157.39	181.00	149.57	172.00	
	(ii) A2 (Colour)	85.22	98.00	80.87	93.00	
	(iii) A3 (Colour)	42.61	49.00	40.87	47.00	
	(iv) A4 (Colour)	18.26	21.00	17.39	20.00	
(c)	Town Planning Zoning Certificate	254.78	293.00	240.57	277.00	
(d)	Special Consent Applications in terms of Section 67 bix of the Natal Town Planning Ordinance, 1949 as amended					
	Table C applications: application for change of use under Town Planning Scheme, per application					
	(i) Formal authority and relaxation applications: building line/side space etc					
(e)	Environmental levy					
	Payable before opening of township register or alternatively as per service agreement for each additional subdivision created	439.13	505.00	414.78	477.00	
(f)	Enfranchisement Applications (processing)	1,553.04	1,786.00	1,466.09	1,686.00	
(g)	Site Development Application (SDF)					
	(i) Under one (1) ha	1,299.13	1,494.00	1,226.09	1,410.00	
	(ii) 1 ha but less than 5 ha	1,910.43	2,197.00	1,802.61	2,073.00	
	(iii) greater than 5 ha	2,772.17	3,188.00	2,615.65	3,008.00	
(h)	GIS copies					
	Search fee, per document	79.13	91.00	74.78	86.00	
	Line map - full colour, cadastral and polygon shape with hatch (This is to include PDF or other digital format)					
	(i) Paper - A4 copy	51.30	59.00	48.70	56.00	
	Film - A4 copy					
	Digital map (PDF or other digital format)	51.30	59.00	48.70	56.00	
	(ii) Paper - A3 copy	70.43	81.00	66.96	77.00	
	Film - A3 copy					
	Digital map (PDF or other digital format)	51.30	59.00	48.70	56.00	
	(iii) Paper - A2 copy	127.83	147.00	120.87	139.00	
	Film - A2 copy					
	Digital map (PDF or other digital format)	51.30	59.00	48.70	56.00	
	(iv) Paper - A1 copy	184.35	212.00	174.78	201.00	
	Film - A1 copy					
	Digital map (PDF or other digital format)	51.30	59.00	48.70	56.00	
	(v) Paper - A0 copy	284.35	327.00	268.70	309.00	
	Film - A0 copy					
	Digital map (PDF or other digital format)	51.30	59.00	48.70	56.00	
	(vi) Digital map of UUMS Mapping (per sheet)	57.39	66.00	55.80	62.00	NEW
	Digital					

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS									
(i)	Cadastral only								
(ia)	Up to 100 ha, per 10 ha								
(ib)	Up to 200 ha, per 10 ha								
(ic)	Up to 300 ha, per 10 ha								
(id)	More than 300 ha, per 10 ha								
(ie)	Cadastral with datasets eg. zoning, land use, etc (excluding air photo)								
(ia)	Up to 100 ha, per 10 ha								
(ib)	Up to 200 ha, per 10 ha								
(ic)	Up to 300 ha, per 10 ha								
(id)	More than 300 ha, per 10 ha								
(ii)	Air photo								
(ia)	Up to 100 ha, per 10 ha								
(ib)	Up to 200 ha, per 10 ha								
(ic)	Up to 300 ha, per 10 ha								
(id)	More than 300 ha, per 10 ha								
(iv)	Digital extract of CAD/GIS Shapefile data								
(aa)	0 - 999KB or part thereof	80.00	92.00	75.65				87.00	
(bb)	1MB - 5MB (Per MB)	160.00	184.00	151.30				174.00	
(cc)	More than 5MB (Per MB)	106.09	122.00	100.87				116.00	
(i)	Issuing of SG diagram	79.13	91.00	74.78				86.00	
(i)	Kwadukuza Municipality By-Laws (Hardcopy Only) :								
(i)	Spatial Planning and Land Use Management By-Laws	1,213.91	1,396.00	1,145.22				1,317.00	
(ii)	Cellular Telecommunication Infrastructure Policy	686.96	698.00	573.91				660.00	
(iii)	Tavern Policy	605.96	698.00	573.91				660.00	
(iv)	Human Settlement Plan (currently being prepared)	841.74	968.00	573.91				660.00	
(i)	Street / place naming application fee (excl. advertising)	744.35	856.00	702.61				808.00	
T.2 TOWN PLANNING (B)									
Tariffs in terms of relevant planning legislation									
(a)	Development Applications								
(i)	Submission of Pre-Submission Application : fee to be charged to the applicant or agent on behalf of applicant	1,019.13	1,172.00	961.74				1,106.00	
(ii)	Re-submission of a Pre-submission Application referred back to applicant/agent : fee to be charged to the applicant or agent on behalf of applicant	637.39	733.00	601.74				692.00	
(b)	Schemes (The adoption, replacement and amendment of schemes, rezoning of land)								RE-STRUCTURER
(i)	Addition of new scheme area or replacement of scheme (per application)								
(ii)	Scheme amendment(s) - (per application)								

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(iii)	In the case where the application applies to a lease area, the calculations for the application fee shall be based on the extent of the lease area.							NEW
(aa)	Under half a ha			9,212.17	10,594.00	8,691.30	9,995.00	
(bb)	Half a ha but under one ha - as per under half a ha			9,212.17	10,594.00	8,691.30	9,995.00	
(cc)	1 ha but less than 5 ha			11,014.78	12,667.00	10,392.17	11,951.00	
(dd)	5 ha but less than 10 ha			11,881.74	13,664.00	11,208.57	12,891.00	
(ee)	10 ha			12,900.87	14,836.00	12,171.30	13,997.00	
(ff)	Per ha greater than 10 ha			547.83	630.00	517.39	595.00	
(iii)	Consent i.t.o. scheme(s) - per application							
(aa)	Land use consent			4,243.48	4,880.00	4,003.48	4,604.00	
(bb)	Relaxation consent			1,560.87	1,795.00	1,473.04	1,694.00	
c)	Township establishments (Subdivision and consolidation or extension of township boundary)							
(i)	Consolidation, subdivision and approval of layout - township approval							
(aa)	Basic Fees			1,293.04	1,487.00	1,220.87	1,404.00	
(bb)	Plus charge, per subdivision (including the remainder)			401.74	462.00	379.13	436.00	
(cc)	Amendment to an existing subdivision before approval of layout plan by SG (per subdivision)			1,293.04	1,487.00	1,220.87	1,404.00	
(ii)	Amendment, phasing, cancellation of approved layout plan							
(aa)	Basic Fees			1,293.04	1,487.00	1,220.87	1,403.00	
(bb)	Plus charge, per extra subdivision created			401.74	462.00	379.13	436.00	
(cc)	Amendment to an existing subdivision			1,293.04	1,487.00	1,220.87	1,404.00	
(d)	Boundary Adjustment							NEW
(i)	Basic Fees			1,293.04	1,487.00	1,220.87	1,404.00	
(aa)	1-2 boundaries			230.43	265.00	217.39	250.00	
(bb)	3-5 boundaries			460.87	530.00	434.78	500.00	
(cc)	10 and over			921.74	1,060.00	869.57	1,001.00	
(e)	Alteration, suspension and deletion of restrictions relating to land							
(i)	Alterations, suspension and removal restrictive Title conditions (Title Deeds)			6,067.83	6,978.00	5,724.35	6,583.00	
(ii)	Cancellation or phasing of approved layout plans			6,067.83	6,978.00	5,724.35	6,583.00	
(iii)	Removal, amendment or suspension of a servitude condition (Title Deeds)			6,067.83	6,978.00	5,724.35	6,583.00	
(f)	Development of land in terms of condition of title							
(i)	Under half a ha			9,116.52	10,484.00	8,600.87	9,891.00	
(ii)	Half a ha but under one ha - as per under half a ha			9,116.52	10,484.00	8,600.87	9,891.00	
(iii)	1 ha but less than 5 ha			10,913.04	12,550.00	10,295.65	11,840.00	

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(iv)	5 ha but less than 10 ha			11,766.96	13,532.00		11,100.87	12,766.00	
	10 ha			12,786.09	14,704.00		12,062.61	13,872.00	
	Per ha greater than 10 ha			547.83	630.00		517.39	595.00	
Permanent closure of public places and roads (Chapter 7 of the PDA: Not in effect)									
(i)	Land Use consent								
	(aa) Under half a ha			9,116.52	10,484.00		8,600.87	9,891.00	
	(bb) Half a ha but under one ha - as per under half a ha			9,116.52	10,484.00		8,600.87	9,891.00	
	(cc) 1 ha but less than 5 ha			10,913.04	12,550.00		10,295.65	11,840.00	
	(dd) 5 ha but less than 10 ha			11,766.96	13,532.00		11,100.87	12,766.00	
	(ee) 10 ha			12,786.09	14,704.00		12,062.61	13,872.00	
	(ff) Per ha greater than 10 ha			547.83	630.00		517.39	595.00	
(ii)	Relaxation consent			1,660.87	1,795.00		1,473.91	1,695.00	
	Application for Second Hand Goods			1,000.00	1,150.00	NEW			
(iii)	Authorisation of an unlawful activity where the activity results in a scheme amendment application								
	(aa) & (bb) - The fee must be calculated as follows: penalty fee + 5% of the penalty fee + fee based on the site size, and penalty + 10% of the penalty fee + fee based on the site size			20,000.00	20,000.00		20,000.00	20,000.00	
(i)	PENALTY FEE			5%	5%		5%	5%	
	(aa) Residential - Land Use			10%	10%		10%	10%	
	(bb) Non Residential - Land Use			9,116.52	10,484.00		8,600.87	9,891.00	
	(ii) Under half a ha			9,116.52	10,484.00		8,600.87	9,891.00	
	(iii) Half a ha but under one ha - as per under half a ha			10,913.04	12,550.00		10,295.65	11,840.00	
	(iv) 1 ha but less than 5 ha			11,766.96	13,532.00		11,100.87	12,766.00	
	(v) 5 ha but less than 10 ha			12,786.09	14,704.00		12,062.61	13,872.00	
(i)	10 ha			547.83	630.00		517.39	595.00	
	Per ha greater than 10 ha								
Authorisation of an unlawful activity where the activity results in a special consent application									
(i)	(aa) & (bb) - The fee must be calculated as follows: penalty fee + 5% of the penalty fee + fee based on the site size, and penalty + 10% of the penalty fee + fee based on the site size			20,000.00	20,000.00		20,000.00	20,000.00	
	PENALTY FEE			5%	5%		5%	5%	
(i)	(aa) Residential - Land Use			10%	10%		10%	10%	
	(bb) Non Residential - Land Use			9,116.52	10,484.00		8,600.87	9,891.00	
(i)	Under half a ha			9,116.52	10,484.00		8,600.87	9,891.00	
	Half a ha but under one ha - as per under half a ha			10,913.04	12,550.00		10,295.65	11,840.00	
(i)	1 ha but less than 5 ha			11,766.96	13,532.00		11,100.87	12,766.00	
	5 ha but less than 10 ha			12,786.09	14,704.00		12,062.61	13,872.00	
(i)	10 ha			547.83	630.00		517.39	595.00	
	Per ha greater than 10 ha								



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(vi)	Per ha greater than 10 ha	547.83	630.00	517.39	595.00	
(i)	Authorisation of an unlawful activity where the activity results in a removal of condition of title application					
(aa) & (bb)	The fee must be calculated as follows: penalty fee + 5% of the penalty fee + fee based on the site size, and penalty + 10% of the penalty fee + fee based on the site size					
(i)	PENALTY FEE	20,000.00	20,000.00	20,000.00	20,000.00	
(aa)	Residential - Land Use	5%	5%	5%	5%	
(bb)	Non Residential - Land Use	10%	10%	10%	10%	
(b)	Under half a ha	9,116.52	10,484.00	8,600.87	9,891.00	
(iii)	Half a ha but under one ha - as per under half a ha	9,116.52	10,484.00	8,600.87	9,891.00	
(iv)	1 ha but less than 5 ha	10,913.04	12,550.00	10,295.65	11,840.00	
(v)	5 ha but less than 10 ha	11,766.96	13,532.00	11,100.87	12,766.00	
(vi)	10 ha	12,786.00	14,704.00	12,062.61	13,872.00	
(vii)	Per ha greater than 10 ha	547.83	630.00	517.39	595.00	
(b)	Authorisation of an unlawful activity where the activity results in an application for development of land					
(aa) & (bb)	The fee must be calculated as follows: penalty fee + 5% of the penalty fee + fee based on the site size, and penalty + 10% of the penalty fee + fee based on the site size					
(i)	PENALTY FEE	20,000.00	20,000.00	20,000.00	20,000.00	
(aa)	Residential - Land Use	5%	5%	5%	5%	
(bb)	Non Residential - Land Use	10%	10%	10%	10%	
(b)	Under half a ha	9,116.52	10,484.00	8,600.87	9,891.00	
(iii)	Half a ha but under one ha - as per under half a ha	9,116.52	10,484.00	8,600.87	9,891.00	
(iv)	1 ha but less than 5 ha	10,913.04	12,550.00	10,295.65	11,840.00	
(v)	5 ha but less than 10 ha	11,766.96	13,532.00	11,100.87	12,766.00	
(vi)	10 ha	12,786.00	14,704.00	12,062.61	13,872.00	
(vii)	Per ha greater than 10 ha	547.83	630.00	517.39	595.00	
(i)	Access to information					
(i)	Search fee, per document					
(ii)	Printing/copying, per page					
(iii)	Re-issuing of Decision Notices, RoD's and Compliance Certificates	243.61	279.00 NEW			
(a)	Appeal fees - Deposit fee when lodging an appeal (Refundable if Appeal upheld)	10,000.00	10,000.00	10,000.00	10,000.00	
The following non refundable fees for the following categories shall apply						
(i)	Relaxation consent	9,100.87	10,466.00	8,586.09	9,874.00	
(ii)	Land use consent	12,134.78	13,955.00	11,448.70	13,166.00	
(iii)	Subdivisions Only (less than 20 subdivisions including portions)	12,134.78	13,955.00	11,448.70	13,166.00	
(iv)	Subdivisions Only (more than 20 subdivisions including portions)	15,168.70	17,444.00	14,310.43	16,457.00	
(v)	Scheme amendment(s)	18,202.61	20,933.00	17,173.91	19,750.00	
(vi)	Rezoning	24,269.57	27,910.00	22,896.52	26,331.00	
(vii)	The following amount will be added on appeals emanating from applications for Authorisation of unlawful activity	6,067.83	6,978.00	5,724.35	6,583.00	
(viii)	Intervention Status Application Fee	2,861.74	3,291.00	2,700.00	3,105.00	

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						(EXCL VAT)	(EXCL VAT)	(EXCL VAT)	
						2019/20	2019/20	2019/20	
						(EXCL VAT)	(EXCL VAT)	(EXCL VAT)	
(n) Amendment of approved Conditions of Establishment (and any related documentation) approved for a development application, in terms of the KZN PD, 2008, TOWN PLANNING ORDINANCE, 1949 (or any previous legislation)									
(i) Amendment of documentation relating to development application approval (Conditions of Establishment)						303.48	349.00	286.96	330.00
(ii) Amendment of any and all documentation relating to lodging of deeds, plans and or documents with Registrar of Deeds						303.48	349.00	286.96	330.00
(o) The extension or replacement of a building on a property that is used for the purpose defined in Schedule 3, notwithstanding that municipal planning approval was not required at the time that the use of the original building for that purpose commenced						4243.48	4,880.00	4,093.48	4,604.00
(p) Notarial tying adjacent properties						1,213.91	1,396.00	1,145.22	1,317.00
(q) The extension of a sectional title scheme by the addition of land to common property in terms of section 26 of the Sectional Titles Act						1,213.91	1,396.00	1,145.22	1,317.00
(r) A material change to a Municipality's decision on an application for municipal approval						1,304.35	1,500.00	NEW	
(s) A non-material change to a Municipality's decision on an application for a municipal planning approval						606.96	698.00	RE-STRUCTUR	668.00
(t) The cancellation of a municipality's decision on an application for municipal planning approval, except a decision to adopt or amend a land use scheme						606.96	698.00		668.00
NOTE: Penalties for the non-compliance of legislation and bylaws of Kwadukuzi Municipality shall be payable on a fee structure as endorsed by the Magistrate's Court									
V1 VALUATION ROLL RELATED TARIFFS									
(a) Valuation roll per township per copy - electronic copy						173.91	200.00	150.00	171.50
(b) Valuation roll for whole Kwadukuzi area per copy - electronic copy						652.17	750.00	600.00	690.00
(c) Valuation appeal fee, per property, non-refundable						608.70	700.00	650.00	747.50
(d) Prescribed fee, in terms of S53 (2) of the Municipal Property Rates Act						900.87	1,036.00	850.00	977.50
(e) Section 78 valuation review						326.09	950.00	750.00	862.50
(f) Valuation Certificate						21.74	25.00	20.00	23.00
(g) Returns of property transfers, as supplied by the Registrar of Deeds									
(i) First inspection by any taxpayer in connection with any appeal which he may contemplate						8.70	10.00	7.50	8.63
(ii) For inspection other than as provided above						17.39	20.00	15.00	17.25
(iii) For copies, per property transferred						8.70	10.00	6.50	7.48
X1 SUPPLY OF ELECTRICITY									
Designated electrical installations shall mean electrical wiring installations within dwelling units, community halls, or such like public facilities, subsidized by National, Provincial, or Local Government									
X1.1 INSTALLATION OF ELECTRICITY SERVICES:									
X1.1.1 (a) The charges payable to the Kwadukuzi Municipality ("KDM") for the "installation" of services shall be as per the tariffs listed hereunder.									

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWAZULU NATAL MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
(b)	Any and all headings used in this section are for convenience only. Although the heading of this section contains the word "Installation", this section does not only deal with installation but contains the KDM's charges for both the provision and installation of electrical and allied services.					
(c)	All the charges referred to in this section, whether estimated or final, shall be paid to KDM prior to any connection or installation.					
(d)	All the charges listed hereunder must be paid unless exempted in terms of a written agreement concluded with the municipality.					
(e)	In the case of a proposed sectional title development, or a proposed share block scheme, or a proposed commercial development, only the registered owner at the time (and not any future owner(s) or "developer") may apply for and be granted electrical services.					
X1.1.2	Standard Services					
	Only propayment or electronic meters with online reading facilities will be installed in farm areas					
X1.1.3	DEMAND BASED COMPONENT ("DBC")					
(a)	Indigent persons: The DBC charge is not applicable to any dwelling or unit occupied by person(s) registered as being indigent with the KDM / its Council. In the case of dwelling units within which persons registered with Council as being indigent reside, the circuit breaker capacity shall be limited to 20 Ampere Single Phase.					
(ii)	NEW Installations (Council Developed)					
	Low Income Unit	Exempt		Exempt		
	Community Residential Unit	Exempt		Exempt		
	Social Housing Units	Exempt		Exempt		
	Affordable / Gap Unit (Approved as FLISP)	50% OF THE FEES PAID BY NORMAL DEVELOPER		50% OF THE FEES PAID BY NORMAL DEVELOPER		
(b)	Irrespective of any payment made by the developer for the provision of a firm bulk electrical supply in terms of a services agreement entered into between the Municipality and the developer concerned, the DBC charge shall be payable as stated in X1.1.3 (c) below unless exempted by written agreement concluded with KDM.					
(c)	The DBC charge is levied and payable by and in respect of—					
(i)	each unit / dwelling / flat on a property (owner occupied or owner let properties);					
(ii)	each and every unit / dwelling unit / section in a sectional title or shareblock development, irrespective of whether or not there is a change in the erf number.					
(d)	The charges for the DBC are—					
	The charge per kVA applied for as recorded on the official supply application document PER kVA shall be	R 3,710.00	R 4,266.50	R 3,500.00	R 4,025.00	
(i)	Single phase 60 Amp = 13.8 kVA Load - kVA (admin) = 4.7 kVA	R 17,437.30	R 20,063.00	R 16,450.00	R 18,917.50	
	Basic Demand Based Component					
	Plus: Complete Service Connection Component including cables etc					
	OR Partial Service connection (Not including cables)					
	Places of worship: (a) 50% rebate be applicable at the time of application					
	(b) Demand contribution is payable over six months without attracting interest					
	(c) The rebate structure is only granted once to a religious organisation					

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(i) Should the premises be sold off at a later stage and should the use of the premises change, the new owner will be compelled to pay in the difference between the full approved tariff of charges at that point in time and what was paid in as a charge at the time of application for electricity by the religious organisation.									
Three Phase (Maximum 60A) - (1.73x4.7 = 8.13kVA)									
Basic Demand Based Component	R30,166.09	R34,691.00		R28,458.50	R32,727.28				
Plus: Complete Service Connection Component including cables etc	Cost + 10%			Cost + 10%					
OR Partial Service connection (Not including cables)	Cost + 10%			Cost + 10%					
Places of worship: (a) 75% rebate be applicable at the time of application									
(b) Demand contribution is payable over six months without attracting interest									
(c) The rebate structure is only granted once to a religious organisation									
(d) Should the premises be sold off at a later stage and should the use of the premises change, the new owner will be compelled to pay in the difference between the full approved tariff of charges at that point in time and what was paid in as a charge at the time of application for electricity by the religious organisation.									
Three Phase (Maximum 150A) - (1.73x2.5x4.7=20.33kVA)									
Basic Demand Based Component	R 75,424.35	R 86,738.00		R71,155.00	R81,828.25				
Plus: Service Connection Component	Cost + 10%			Cost + 10%					
Places of worship: (a) 75% rebate be applicable at the time of application									
(b) Demand contribution is payable over six months without attracting interest									
(c) The rebate structure is only granted once to a religious organisation									
(d) Should the premises be sold off at a later stage and should the use of the premises change, the new owner will be compelled to pay in the difference between the full approved tariff of charges at that point in time and what was paid in as a charge at the time of application for electricity by the religious organisation.									
Three Phase (Maximum 80 A) - (1.73x1.33x4.7=10.81)									
Basic Demand Based Component	R 40,104.22	R 46,131.00		R37,835.00	R43,510.25				
Plus: Complete Service Connection Component including cables etc	Cost + 10%			Cost + 10%					
OR Partial Service connection (Not including cables)	Cost + 10%			Cost + 10%					
Places of worship: (a) 75% rebate be applicable at the time of application									
(b) Demand contribution is payable over six months without attracting interest									
(c) The rebate structure is only granted once to a religious organisation									
(d) Should the premises be sold off at a later stage and should the use of the premises change, the new owner will be compelled to pay in the difference between the full approved tariff of charges at that point in time and what was paid in as a charge at the time of application for electricity by the religious organisation.									
Basic Demand Based Component for every 3X25A or part thereof (= 17.25kVA) - (1.73x0.42x4.7=3.42)									
Plus: Service Connection Component	R12,688.70	R14,592.00		R11,970.00	R13,765.50				
Places of worship: (a) 75% rebate be applicable at the time of application	Cost + 10%			Cost + 10%					
(b) Demand contribution is payable over six months without attracting interest									
(c) The rebate structure is only granted once to a religious organisation									
(d) Should the premises be sold off at a later stage and should the use of the premises change, the new owner will be compelled to pay in the difference between the full approved tariff of charges at that point in time and what was paid in as a charge at the time of application for electricity by the religious organisation.									

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
X1.1.4	Service Connection Component	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%	
X1.1.5	Network connection charge	Cost + 10%	Cost + 1%	Cost + 10%	Cost + 1%	
The fees calculated must be paid upfront by the developer prior to any electrical supply being made available						
X1.1.6	Bulk Supplies and Internal Services for Developments					
(a)	KDM's charges for bulk supplies and internal services for developments are usually regulated by a written agreement between a party and the KDM in accordance with the Council approved policy in respect of Developer contribution as may be amended from time to time.					
(b)	The developer / registered owner is liable for all wiring and re-connection costs from any bulk meter to the individual units, and also liable for all "internal" wiring and reconnection costs.					
X1.1.7	Ad Hoc 11kV/420 V Installations for Commercial and Service Industry (excluding residential developments)	R3,710.00	R4,266.50	R3,500.00	R4,025.80	
	Basic Demand Based Component .... Per kVA	Cost + 10%	Cost + 10%	Cost + 10%	Cost + 10%	
	Plus: Service Connection Component As indicated below					
X1.1.8	General					
(a)	Where the requirements of any one or more consumers / Applicant(s) ("consumer") necessitate, in the opinion of the KDM, the specific installation of one or more transformers together with associated switchgear, such consumer shall be responsible for the cost of such installation.					
(b)	In designing such an installation, as provided for above, it shall be competent for the Council to install a transformer with a larger capacity than that called for by the Applicant(s), provided that :-					
(aa)	The amount payable by the Applicant(s) shall be pro-rated accordingly; and council shall have the right to use any such excess capacity for such other needs as it deems fit.					
(bb)	In respect of all such installations, the Applicant(s) shall be required to provide a chamber, to the Council's requirements, in which any such transformers, switchgear and equipment shall be accommodated.					
(c)	Where application is made for an increased supply and sufficient spare capacity exists on the transformer of greater capacity, the consumer(s) shall in addition to the charges as provided for in these by-laws, be charged the pro-rata cost of the addition					
(d)	Approved unmetred supplies for Floodlighting, Telephone Booth Lighting, Illuminated Displays, Streetlights, traffic control installation, Electronic boom controllers, Levels indicators, Security Cameras, and Two Way Radio Installations:-					
	Basic Demand Based Component per luminaire	R 133.91	R 154.00	R126.31	R145.26	
	Basic Demand Based Component Per signal head	R 133.91	R 154.00	R126.31	R145.26	
	Basic Demand Based Component Per Installation/site	R 133.91	R 154.00	R126.31	R145.26	
	Plus Supply Connection Component					
X1.1.9	Conversion of existing connection					
(a)	It is recorded that to the conversion charge in X1.1.9(b) below, must be added the charges in X1.1.3, X1.1.4, X1.1.5, X1.1.6, and X1.1.7 above.	Cost + 10%	plus difference between existing kVA and conversion kVA plus the difference in the demand based component	Cost + 10%	plus difference between existing kVA and conversion kVA plus the difference in the demand based component	
(b)	The conversion of any existing supply shall be					

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
<b>Installation of Subsidised Budget Energy Controller</b>						
	(i) A complete service connection inclusive of conventional ready board and a hot plate payable prior to connection, applicable in designated areas only, via a single span connection in areas approved by Council shall be	R 0.00	R 0.00	R 0.00	R 0.00	
	(ii) A complete service connection inclusive of conventional ready board, excluding hot plate, payable prior to connection, applicable in designated areas only, via a single span connection in areas approved by Council shall be	R 60.00	R 69.00	R 56.52	R 65.00	
	(iii) Conversion of existing conventional metering installation to BEC after the approval of an application received for indigent support (excluding hot plate)	No Charge		No Charge		
	(iv) Duplicate Meter Identity Access Cards for the buying of power from Validators	R 23.48	R 27.00	R 21.74	R 25.00	
<b>XL2 TESTING OF SERVICE METERS</b>						
a)	Installation inside municipal area payable prior to the service being rendered	R 553.04	R 636.00	R 521.74	R 600.00	
<b>XL3 ADDITIONAL METERS</b>						
a)	Where an extra single phase meter is required on premises already connected to the Council's mains and where the load can, in the opinion of the Engineer, be safely carried on the existing service connection, the charge shall be	Cost plus 10%		Cost plus 10%		
	Subject to a deposit calculated to cover the full estimated cost of work, which payment shall be adjusted either way, on completion of the work.					
b)	Where off-peak metering equipment is required by a consumer such installation shall be carried out at the consumer's expense	Cost plus 10%		Cost plus 10%		
	Subject to a deposit calculated to cover the full estimated cost of work, which payment shall be adjusted either way, on completion of the work.					
	The Council shall by resolution, determine the hours during which the off-peak tariffs shall be effective.					
<b>XL4 DISCONNECTION AND RECONNECTION CHARGES</b>						
a)	If any person neglects to pay any charge for electricity or any other sum due to the Council in respect of the supply thereof or the rendering of any service including refuse removal or of the installation or supply of fittings, apparatus, appliances or other items in connection therewith, by the date stipulated on the account rendered, the Council may cut off such supply and for that purpose may cut or disconnect any pipe, electric wire, line or other work through which the electricity or water may be supplied, and may, until such charge or other sum together with the cost incurred by the Council in cutting off and reconnecting such supply of electricity or water, is fully paid, discontinue the supply thereof to such person	Cost of registered letter		Cost of registered letter		
b)	The charges where a written notice for the non-payment of an account have been issued shall be	Cost of registered letter		Cost of registered letter		
c)	The charges where a written notice for non-compliance of an installation shall be	Cost of registered letter		Cost of registered letter		
d)	The charge for disconnection/reconnection of any premises from the mains for the non-payment of an account by a meter reader personnel /contractor shall be	R 704.35	R 810.00	R 698.77	R 803.59	
e)	The charge for any disconnection or reconnection of any premises for any reason, which involves or necessitates the services of Council's Electrical maintenance personnel shall be	Cost plus 10%		Cost plus 10%		
f)	(i) The charge for meter tampering for domestic properties:					
	(ea) First offence plus averaged consumption monitored over a 6 month period	R 6,928.70	R 7,853.00	R 6,442.04	R 7,405.35	
	(fb) Second offence in terms of the Credit Control Policy	R 9,369.57	R 10,796.00	R 8,857.81	R 10,186.48	

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO ITEMS, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
(i) The charge for illegal connection to the electricity supply network for residential properties:							
(aa)	First offence without legal connection from Council (where demand based component is not raised)	R10 343.47 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R11 780.00 + New services connection fee as determined by the Technical Services Dept + Demand Based Component		R9 663.06 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R11 112.52 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	
	Second offence without legal connection from Council (where demand based component is not raised)	R12 804.34 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R14 725.00 + New services connection fee as determined by the Technical Services Dept + Demand Based Component		R12 978.83 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R13 890.65 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	
(ab)	First offence plus averaged consumption monitored over a 6 month period	R 10,243.48	R 11,780.00		R9,663.06	R11,112.52	
	Second offence in terms of the Credit Control Policy	R 13,657.39	R 15,706.00		R12,884.08	R14,816.69	
(ii) The charge for illegal connection to the electricity supply network for commercial properties:							
(aa)	First offence without legal connection from Council (where demand based component is not raised)	R13 657.39 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R15 706.00 + New services connection fee as determined by the Technical Services Dept + Demand Based Component		R12 884.08 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R14 816.69 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	
	Second offence without legal connection from Council (where demand based component is not raised)	R16 218.26 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R18 651.00 + New services connection fee as determined by the Technical Services Dept + Demand Based Component		R15 290.85 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	R17 594.83 + New services connection fee as determined by the Technical Services Dept + Demand Based Component	
(b)	The charge for blocking/unblocking of pre-paid meters, for the non-payment of an account, by an official	R 55.65	64.00		R250.00	R57.00	
(iii) Electricity metering and connection equipment remain the property of the Municipality at all times and anyone involved in instances of tampering, damaging or theft thereof is committing a criminal offence and will be liable for prosecution							
XI.5 CONSUMER COMPLAINTS CALL OUTS							
a)	The charge in the case of call outs to repairs and restore a consumer's supply which has not resulted from defects in the Council's service apparatus, which charge shall be a charge against the monthly account of the consumer and for which the supply of power may be disconnected	Cost plus 10%			Cost plus 10%		
XI.6 TESTING OF INSTALLATIONS:							

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/2020 (EXCL VAT)	2019/2020 (INCL VAT)	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS		Cost plus 10%		Cost plus 10%		
<b>XL7 CHARGES FOR ELECTRICITY SUPPLIED</b>						
The charge to be paid in advance to the Town Treasurer for a second or subsequent test on any installation shall be:						
The distance covered in all cases shall be assessed on both the outward and inward journeys and calculated to the nearest kilometre.						
<b>TARIFFS 1 TO 11 AS APPROVED BY NERSA</b>						
<b>a) TARIFF 1</b>						
Industrial, commercial and other consumers, excluding the use of electricity of farmers for irrigation purposes and domestic consumers with a notified maximum demand of 65KVA or more, but not exceeding 1000KVA:						
A Service/basic/availability charge as approved by the National Electricity Regulator from time to time, which shall be payable whether or not any electricity is consumed;		R 1,369,243	R 1,574,630	1,291,739	1,485,500	
PLUS						
(i) A kilovolt ampere (kVA) charge as approved by the National Electricity Regulator from time to time, for kilovolt ampere (kVA) registered during the standard period on a standard Maximum Demand (MD) meter. A minimum monthly charge of 46kva will apply for any demand registered less than 46kva. Demand greater than 46kva will be charged according to the demand registered		R 92,81	R 106,73	87,557	100,690	
PLUS						
(ii) An energy charge (Kwh) as approved by the National Electricity Regulator from time to time		R 1,458	R 1,577	1,376	1,582	
Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required						
Deposit calculated on the required maximum demand, multiplied by the tariff, multiplied by 2.5						
<b>a) TARIFF 2</b>						
Domestic consumers, excluding the use of electricity of farmers for irrigation purposes and industrial/commercial consumers with a notified maximum demand not exceeding 1000KVA:						
(i) A Service/basic/availability charge as approved by the National Electricity Regulator from time to time, which shall be payable whether or not any electricity is consumed;		R 832,60	R 957,49	R 785,47	R 903,29	
PLUS						
(ii) A kilovolt ampere (kVA) charge as approved by the National Electricity Regulator from time to time, for kilovolt ampere (kVA) registered during the standard period on a standard Maximum Demand (MD) meter. A minimum monthly charge of 46kva will apply for any demand registered less than 46kva. Demand greater than 46kva will be charged according to the demand registered		R 92,80	R 106,72	R 87,55	R 100,68	
PLUS						
(iii) An energy charge (Kwh) as approved by the National Electricity Regulator from time to time		R 1,38	R 1,59	R 1,30	R 1,50	
Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required						
Deposit calculated on the required maximum demand, multiplied by the tariff, multiplied by 2.5						
<b>b) TARIFF 3:</b>						
Industrial and commercial consumers with a notified maximum demand of less than 65 kVA and all other consumers not incorporated in pursuant of these tariffs.						



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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
(i)	Service/basic/availability charge per point of connection:					
	a) A Single Phase connection not exceeding 60 Ampere which shall be payable whether or not any electricity is consumed;	R 319.92	R 367.90	301.81	347.08	
	b) A Three phase connection not exceeding 3 X 80 Ampere which shall be payable whether or not any electricity is consumed;	R 319.92	R 367.90	301.81	347.08	
	PLUS			0.00		
(ii)	An energy charge as approved by the National Electricity Regulator from time to time.	R 1.8317	R 2.1064	1.7280	R 1.9872	
(iii)	Whenever a circuit breaker is replaced with one of the reduced/increased capacity, the consumer requesting such exchange shall be liable for	Cost plus 10%;		Cost plus 10%;		
	Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required OR a minimum deposit of	R 5,000.00		R 5,000.00		
c) TARIFF 4:						
IA	Domestic consumers:					
	There shall be payable					
(i)	A monthly service/basic/availability charge per connection point - as approved by the National Electricity Regulator from time to time, which shall be payable whether or not any electricity is consumed;	R 47.15	R 54.22	R 44.48	R 51.15	
	PLUS					
(ii)	An energy charge as approved by the National Electricity Regulator from time to time.	R 1.805	R 2.075	R 1.7026	R 1.958	
	a) Energy consumed between ..... 0 to 50					
	Energy consumed between ..... 50 to 350					
	Energy consumed between ..... 351 to 600					
	Energy consumed between ..... more than 600					
IB Domestic consumers - Indigent						
(i)	First 75 kWh free for Indigent Consumers qualifying in terms of policies set by Council	R 1.0787	R 1.2405	R 1.0177	R 1.1703	
(ii)	Thereafter the cost per kWh shall be as approved by the National Electricity Regulator from time to time	R 1.4769	R 1.6984	R 1.3933	R 1.6023	
	a) Energy consumed between ..... 0 to 50					
	Energy consumed between ..... 50 to 350					
	Energy consumed between ..... 351 to 600					
	Energy consumed between ..... more than 600					
	In the case of the initial exchange of circuit breakers and in the case of any subsequent replacement by circuit breakers of increased or reduced capacity, the cost of exchange shall be	Cost plus 10%;		Cost plus 10%;		
	Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required OR a minimum deposit of	R 2,500.000		R 2,500.000		
d) TARIFF 5:						
IA	Religious and other organizations registered in terms of the act as welfare organizations					
	There shall be payable					

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2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
(i)	A monthly service/basic/availability charge - per connection point - as approved by the National Electricity Regulator from time to time, which shall be payable whether or not any electricity is consumed;	R 0.000	R 0.000	R 0.000	R 0.000	
(ii)	PLUS An energy charge as approved by the National Electricity Regulator from time to time to time.	R 1.863	R 2.142	R 1.757	R 2.021	
	a) Energy consumed between 0 to 50					
	Energy consumed between 50 to 350					
	Energy consumed between 351 to 600					
	Energy consumed between more than 600					
IB	Religious and other organizations registered in terms of the act as welfare organizations with a notified maximum demand of 65KVA or more, but not exceeding 1000KVA:					
(i)	A Service/basic/availability charge as approved by the National Electricity Regulator from time to time, which shall be payable whether or not any electricity is consumed;	R 0.000	R 0.000	R 0.000	R 0.000	
	PLUS					
(ii)	A kilovolt ampere (kVA) charge as approved by the National Electricity Regulator from time to time, for kilovolt ampere (kVA) registered during the standard period on a standard Maximum Demand(MD) meter. A minimum monthly charge of 48kva will apply for any demand registered less than 48kva. Demand greater than 48kva will be charged according to the demand registered.	R 92.81	R 106.73	R 87.56	R 100.69	NEW
	PLUS					
(iii)	An energy charge (Kwh) as approved by the National Electricity Regulator from time to time	R 1.46	R 1.68	R 1.376	R 1.582	
	In the case of the initial exchange of circuit breakers and in the case of any subsequent replacement by circuit breakers of increased or reduced capacity, the cost of exchange shall be					
	Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required OR a minimum deposit of					
	Energy consumed more than 600					
c) TARIFF 6:	Approved un-metered supplies for floodlighting, telephone booth, lighting and street lighting.					
	A security deposit to cover at least 2 months' consumption is required					
	The following formula and tariffs shall apply to all un-metered supplies for floodlighting, street lighting.					
	Monthly Charge = $W \times 4000 \div \text{Tariff Divide by } 1000 \times 12$					
	W = Total lamp wattage of the installation					
	4000 = Annual burning hours					
	1000 = Converting watt to kW					
	12 = Converting annual hours to monthly hours					
(i)	Installation Maintained by customer					
	Energy charge per kWh	R 1.963	R 2.260	R 1.854	R 2.132	
	Per pole - new	R 73.575	R 84.611	R 69.410	R 79.872	
	Per pole up to 200kW	R 264.758	R 304.471	R 249.771	R 287.257	
	Per pole greater than 200kW	R 309.763	R 356.228	R 292.230	R 336.064	
	Per Traffic Controller, per signal head	R 309.763	R 356.228	R 292.230	R 336.064	
(ii)	Installation Maintained by Municipality					

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				2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS		
				R 1,965	R 2,260	Energy charge per kWh	R 1,854	R 2,132			
				R 264,758	R 304,471	Per pole up to 200kV	R 249,771	R 287,237			
				R 309,763	R 356,228	Per pole up greater than 200Kw	R 292,230	R 336,064			
				R 309,763	R 356,228	Per Traffic Controller per signal head	R 292,230	R 336,064			
				R 309,763	R 356,228	A charge per floodlight, telephone booth lighting and street lighting where the maintenance is maintained by Council as approved by the National Electricity Regulator from time to time, per pole shall be	R 292,230	R 336,064			
				Cost plus 10%		These lights shall operate with the Council's streetlights and any expenses incurred by the Council on the maintenance of such installation shall be recoverable from the consumer. The consumer may, at the discretion of the Engineer be required to provide material (spares)	Cost plus 10%				
				R 309,763	R 356,228	A charge per floodlight, telephone booth lighting and street lighting where the maintenance is maintained by the customer as approved by the National Electricity Regulator from time to time, per pole shall be	R 292,230	R 336,064			
				R 309,763	R 356,228	A charge per traffic controller installation per signal head, shall be	R 292,230	R 336,064			
						Approved unmetered low consumption installations.					
						(i) A security deposit to cover at least 2 months' consumption is required					
						Such as 2 way radio installations; road traffic counter installation; water reservoir level indicators; security cameras; boom controls;					
						Per installation	R 292,230	R 336,064			
						Illuminated advertising signs					
						Basic monthly charge	R 287,895	R 331,079			
						Energy charge as approved by the National Electricity Regulator from time to time	R 1,710	R 1,966			
						TARIFF 7:					
						(aa) Sappi Fine Paper by agreement	By agreement - aligned to Eskom tariffs				
						1 Basic Monthly Charge					
						(i) HIGH Seasons: Demand tariff per month as approved by the National Electricity Regulator from time to time.	28,990	33,385			
						(ii) LOW Seasons: Demand tariff per month as approved by the National Electricity Regulator from time to time.	28,990	33,385			
						PLUS					
						2 A Kwh energy charge as approved by the National Electricity Regulator from time to time.					
						(i) Energy Charge : Low Season : Off Peak	0,4250	0,4888			
						(ii) Energy Charge : Low Season : Standard	0,6700	0,7705			
						(iii) Energy Charge : Low Season : Peak	0,9733	1,1195			
						(iv) Energy Charge : High Season : Off Peak	0,4909	0,5645			
						(v) Energy Charge : High Season : Standard	0,9040	1,0396			
						(vi) Energy Charge : High Season : Peak	2,9840	3,4316			
						3 Other charges					
						(i) TX Network capacity charge (per KVA)	7,7100	8,8665			

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(i)	Network capacity charge (per KVA)		16.207	18.639				15.2909	17.5835	
(ii)	Network demand charge (per KVA)		30.729	35.339				28.9909	33.3385	
(iii)	Reactive Energy charge (per KVAR) - (High Season)		0.142	0.163				0.1340	0.1541	
(iv)	Auxiliary service charge (per kWh)		0.004	0.005				0.0038	0.0044	
(v)	Electrification and Rural Network Subsidy Charge		0.079	0.090				0.0742	0.0853	
(vi)	Surcharge (5% of Total (i), (ii), (iii) & (iv))									
(vii)	Surcharge (15% of Total kWh - Off Peak, Standard & Peak) + (Electrification & Rural Subsidy) + (Auxiliary Service Charge)									
(viii)	Distribution Loss Charge (0.2% of Total kWh - Off Peak, Standard & Peak) + (Electrification & Rural Subsidy) + (Auxiliary Service Charge)									
(ix)	Charges									
(x)	KVA high demand									
(xi)	Energy low demand									
(xii)	KVA low demand									
(b)	Supplies to large consumers exceeding 1 000 KVA									
(i)	Basic Monthly charge		R 1,369.24	R 1,574.63				R 1,291.74	R 1,485.50	
(ii)	A Demand tariff per month as approved by the National Electricity Regulator from time to time, for kilovolt ampere (kva) registered. A minimum monthly charge of 700kva will apply for any demand registered less than 700kva. Demand registered greater than 700kva will be charged according to the demand.		R 80.77	R 92.89			R 76.20	R 87.63		
(iii)	PLUS an energy charge during the off peak/Low demand period as approved by the National Electricity Regulator from time to time		R 1.41	R 1.62			R 1.33	R 1.529		
(iv)	PLUS Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required									
(v)	Deposit calculated on the required maximum demand, multiplied by the tariff, multiplied by 2.5									
H	TARIFF 8:									
(i)	Premises equipped with Budget Energy Control Metering system									
(ii)	First 75 kWh free for Indigent Customers qualifying in terms of policies set by Council		1.1306	1.3002				1.0666	1.2266	
(iii)	Thereafter the cost per kWh shall be as approved by the National Electricity Regulator from time to time, and shall be payable in advance.		1.7051	1.9609				R 1.6086	R 1.8499	
(a)	Energy consumed between ..... 0 to 50									
(b)	Energy consumed between ..... 50 to 350									
(c)	Energy consumed between ..... 351 to 600									
(d)	Energy consumed between ..... more than 600									
(e)	Domestic other than registered indigent customers - the cost per kWh shall be as approved by the National Electricity Regulator from time to time and shall be payable in advance per kWh be		R 1.7051	R 1.9609				R 1.6086	R 1.8499	
(f)	a) Energy consumed between ..... 0 to 50									
(g)	Energy consumed between ..... 50 to 350									

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
2.						
THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS						
	Energy consumed between ..... 351 to 600					
	Energy consumed between ..... more than 600					
(iv)	Commercial Prepaid metering	R 2.4000	R 2.3000	R 1.8870	R 2.1700	
I	TARIFF 9:					
	TOU Industrial, Commercial and other customers with a notified maximum demand greater than 65kVa including shops, factories, hostels, boarding houses, restaurants, office buildings and residential buildings in which individual units are not separately metered.					
(i)	Basic Monthly charge	R 1,369.24	R 1,574.63	R 1,291.74	R 1,485.50	
(ii)	Peak	R 4,001.4	R 4,601.6	3,774.9	4,341.1	
(iii)	Standard	R 1,643.2	R 1,889.7	1,550.2	1,782.7	
(iv)	Off peak	R 0.9070	R 1.0430	R 0.856	R 0.984	
	Seasonal - TOU Industrial, Commercial and other customers with a notified maximum demand greater than 65kVa including shops, factories, hostels, boarding houses, restaurants, office buildings and residential buildings in which individual units are not separately metered.					
(i)	Basic Monthly charge	R 1,369.24	R 1,574.63	R 1,291.74	R 1,485.50	
(ii)	HIGH Season: Demand tariff per month as approved by the National Electricity Regulator from time to time.	R 70.31	R 81.43	R 66.30	R 76.82	
(iii)	LOW Season: Demand tariff per month as approved by the National Electricity Regulator from time to time.	R 70.31	R 81.43	R 66.30	R 76.82	
	PLUS					
2	an energy charge during the off peak/Low demand period as approved by the National Electricity Regulator from time to time					
(i)	Energy charge: Low Season: Off Peak	R 0.7084	R 0.8146	R 0.6683	R 0.7685	
(ii)	Energy charge: Low Season: Standard	R 1.0777	R 1.2394	R 1.0167	R 1.1692	
(iii)	Energy charge: Low Season: Peak	R 1.6412	R 1.8973	R 1.5483	R 1.7805	
(iv)	Energy charge: High Season: Off Peak	R 0.8901	R 1.0236	R 0.8397	R 0.9657	
(v)	Energy charge: High Season: Standard	R 1.6488	R 1.8962	R 1.5555	R 1.7888	
(vi)	Energy charge: High Season: Peak	R 4.001.4	R 4.601.6	R 3,774.9	R 4,341.1	
	Meters are read at least once every 2 months. Estimated charges are raised in months where no meter readings are taken and are adjusted when actual consumption is charged for. A security deposit to cover at least 2.5 months' consumption is required					
	Any meter conversions relating to Tariff 9 shall be for the account of the applicant.					
	Deposit calculated on the required maximum demand, multiplied by the tariff, multiplied by 2.5					
	Where no consumer agreements exist, the registered owner/owners of the property concerned shall be responsible for a minimum monthly charge as defined in the tariffs 1 to 7 above					
J	TARIFF 10:					

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWAZULUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS							
	TOU Industrial, Commercial and other customers with a notified maximum demand of less than 65kVa including shops, factories, hostels, boarding houses, restaurants, office buildings and residential buildings in which individual units are not separately metered.						
(i)	Basic Monthly charge	R 1,369.24	R 1,574.63		R 1,291.74	R 1,485.50	
	PLUS						
	A kilovolt ampere (kVA) charge as approved by the National Electricity Regulator from time to time, for kilovolt ampere (kVA) registered during the standard period on a standard Maximum Demand (MD) meter. A minimum monthly charge of 46kVa will apply for any demand registered less than 46kVa. Demand greater than 46kVa will be charged according to the demand registered.	R 92.81	R 106.73		R 87.56	100.69 NEW	
	PLUS						
	an energy charge of:						
(ii)	Energy charge: Off Peak	R 0.537	R 0.618		R 0.507	R 0.583	
(iii)	Energy charge: Standard	R 1.090	R 1.253		R 1.028	R 1.182	
(iv)	Energy charge: Peak	R 3.452	R 3.970		R 3.257	R 3.746	
	Any meter conversions relating to Tariff 10 shall be for the account of the applicant.						
<b>K TARIFF 11:</b>							
	<b>TOU : RESIDENTIAL</b>						
(i)	Basic Monthly charge	R 83.81	R 96.39		R 79.07	R 90.93	
	PLUS						
	an energy charge during the off peak/Low demand period as approved by the National Electricity Regulator from time to time						
(i)	Energy charge: Off Peak	R 0.926	R 1.065		R 0.874	R 1.005	
(ii)	Energy charge: Standard	R 1.252	R 1.439		R 1.181	R 1.358	
(iii)	Energy charge: Peak	R 2.503	R 2.879		R 2.362	R 2.716	
	Any meter conversions relating to Tariff 11 shall be for the account of the applicant.						
<b>XL \$ ELECTRICITY AVAILABILITY CHARGE</b>							
	In respect of any approved subdivision, with or without improvements, which is not connected to the Council's electricity scheme and which can reasonably be so connected, the owner shall pay to the Council an electricity availability charge as stipulated hereunder, in accordance with the Electricity By-Laws Item 18(1) provided that						
a)	No charge shall be made against any subdivision which exceeds 2 ha;						
b)	No charge shall be made against any property complying with the requirements of Section 17 (1) (i) of the Municipal Property Rates Act, No 6 of 2004.						

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)		2019/20 (EXCL VAT)	2019/20 (INCL VAT)	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	2017/18 (INCL VAT)	COMMENTS
2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS							
c)	No charge shall be made against one subdivision which is used for bona fide gardening purposes in conjunction with an adjoining subdivision on which there is erected a dwelling house which is connected to the Council's electricity scheme, if such subdivision is owned by the same person or the spouse of the person who owns such dwelling house;						
d)	In any area where no town planning scheme in terms of the Ordinance 27 of 1949 is in existence, the charge shall be levied as if such property is zoned for special residential use.						
e)	Depending on the zoning of such subdivision in terms of any town planning scheme in force from time to time, the monthly charges per subdivision shall be as follows:						
(i)	Irrespective of the zoning of the property there shall be payable a monthly charge of	R 110.00	R 126.50	R 105.45	R 121.27		
(ii)	If zoned for other purposes	R 110.00	R 126.50	R 105.45	R 121.27		
X1.9 GENERAL PROVISIONS							
a)	Notified maximum demand:						
(i)	Every existing consumer with an installed load in excess of 50 A shall, when called upon to do so, notify the Council in writing of the maximum which he requires the Council to supply.						
(ii)	Every new consumer requiring a supply of electricity in excess of 60A single phase or 20A three-phase shall give three months prior written notice of his requirements, provided that the period of notice may be reduced at the discretion of the Engineer.						
(iii)	Every existing consumer who wishes to increase his installed load shall give the Council three months prior written notice of his requirements, provided that the period of notice may be reduced at the discretion of the Engineer.						
(iv)	With effect from the date on which the Council is in a position to meet the notified requirements or the date stipulated in the notice given under paragraph (ib) or (ic), whichever is the later, the amperage charge or the maximum demand charge applicable to such consumer shall be adjusted accordingly.						
(v)	In the event of the actual consumption of any consumer exceeding his notified maximum demand, the Engineer may call upon such consumer to negotiate an increased notified maximum demand in terms of this Bylaw. Should such consumer fail to notify the Board of his increased requirements within thirty (30) days of being called upon to do so, the Engineer, after inspection of the consumer's installation may notify the Town Treasurer of such increased notified maximum demand as should, in his opinion apply to such consumer for accounting purposes and the charges therefore shall be adjusted accordingly.						
b)	Bulk Supply Installation						
(i)	Where the joint requirements of any two or more consumers necessitate, in the opinion of the Engineer, the specific installation of one or more transformers together with associated switch gear, such consumers shall jointly be responsible for the cost of such installation, in proportion to their individual requirements.						
(ii)	In designing such a bulk supply installation, as provided for under item (i) above, it shall be competent for the Council to install a transformer with a larger capacity than that called for by the applicant, provided that						
(iii)	The amount payable by the Applicant shall be pro-rated accordingly; and Council shall have the right to use any such excess capacity for such other needs as it deems fit.						

1. VALUE ADDED TAX MUST BE ADDED TO ALL TARIFFS LISTED BELOW (EXCEPT TO FINES, REFUNDABLE DEPOSITS, INTEREST CHARGES OR WHERE INDICATED AS INCLUSIVE OF VALUE ADDED TAX)	2. ALL APPROVALS OF APPLICATIONS FOR SERVICES LISTED BELOW SHALL BE SUBJECT TO THE APPLICANT OBTAINING A CLEARANCE TO THE EFFECT THAT KWADUKUZA MUNICIPAL ACCOUNTS IN THE NAME OF THE APPLICANT/OWNER ARE NOT IN ARREARS	2019/20 (EXCL VAT)	2019/20 (INCL VAT)	COMMENTS	2018/19 (EXCL VAT)	2018/19 (INCL VAT)	COMMENTS
(iv)	In respect of all bulk installations the applicant shall be required to provide a chamber, to the Council's requirements, in which any such transformers, switch gear and equipment shall be accommodated.						
(v)	Where application is made for an increased supply and sufficient spare capacity exists on the transformer of greater capacity, the consumer shall in addition to the charges as provided for in these by-laws, be charged the pro-rata cost of the additional transformer capacity based upon the cost of a new transformer or Mini Sub Station of that capacity at that time, plus 10%.						
<b>XL10</b>	<b>REDUNDANT STREETLIGHT POLES</b>						
a)	Whole poles, as is, per meter (Maximum of 60 meters per person)	R 35.22	R 40.50		R33.17	R38.14	
<b>Z1</b>	<b>SURCHARGE</b>						
	The Council may, by resolution, in respect of all consumers enforce a surcharge by means of a percentage on the total of the various tariffs, provided that such surcharge shall at no time exceed 50 (fifty) per centum.						
	<b>COMPILED BY:</b>						
	<b>T P GUMEDE</b>						
	<b>N SINGH</b>						
	<b>CHECKED BY:</b>						
	<b>R D SINGH</b>						